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Infor VISUAL Financials®

Infor VISUAL FINANCIALS™

User's Guide
Release 6.5.2

Infor Global Solutions
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Chapter 1

Introduction

What is Infor VISUAL Financials?

Welcome to Infor VISUAL Financials. As a comprehensive accounting software system, Infor VISUAL Financials is designed to track the financial transactions of your business. Infor VISUAL Financials provides full and seamless integration with all of the VISUAL modules such as Manufacturing, Payroll and Human Resources, providing you with a complete software solution for your company.

Before You Begin

Before you begin using Infor VISUAL Financials, you should become familiar with Microsoft Windows terminology and procedures. See your Windows documentation if you are not familiar with Windows or have not set up Windows on your computer.

VISUAL is a 32-bit application using client/server architecture that runs on Novell NetWare with SQLServer or Oracle, or Windows NT with SQLServer or Oracle.

Implementing Infor VISUAL Financials

Infor VISUAL Financials is a comprehensive software system that helps run your financial business. Because your manufacturing and business practices are unique, Infor VISUAL Financials has been designed to be very flexible.

You would never attempt to manufacture a completely new product by purchasing new equipment one day, materials the next, and going into production on the next. Similarly, you will not be successful by attempting to install Infor VISUAL Financials, build the database, and use the product without understanding its full capabilities, the decisions you need to make, and the impact of those decisions. Be very careful in the preliminary stages to set up your database in the manner that is suitable to your business.

Your Sales Associate can help you set up an implementation plan to assure that you receive the maximum return from Infor VISUAL Financials. Your up-front investment in a proper, well-considered plan will be repaid many times over.

See the “Implementing the VISUAL System” chapter for more information on implementing your system.

Using this Guide

The *Infor VISUAL Financials User's Guide* contains all of the information and procedures you need to work with Infor VISUAL Financials. It describes how each software component functions, the rules for its use, and how it relates to other components of the system. During your evaluation and exploration process, you may want to focus on individual chapters or sections to learn how each application works, the functions it offers, and the decisions you need to make in its use.

Most chapters rely on information in other chapters to some extent. This is because VISUAL applications form a network of relationships with each other. You may want to first skim the entire manual to get a general feeling for what is available and how it fits together. You can then return to an area of interest, and work outward from there.

Before beginning your Infor VISUAL Financials implementation in earnest, you should become familiar with all of the software components discussed in this manual, and how they work together. You must also have an implementation plan, as discussed in Chapter 2.

Conventions and Symbols

This user's guide uses the following conventions and symbols throughout this manual. The symbols call your attention to an event, procedure, or point of interest. These symbols make it easier for you to rapidly locate the information you need to view.

Bold sans serif text Indicates menu and button selections and text you actually enter.

Caution

Cautions indicate that a procedure that can permanently alter your database follows. The following Caution message explains the consequences of continuing with the procedure. You should seriously consider the consequences of the action before continuing.

Chapter 2

Implementing Infor VISUAL Financials

Implementing Infor VISUAL Financials

This chapter outlines the steps necessary to implement the VISUAL Financial system after you have completed software installation. Follow the procedures to establish a solid foundation of data to begin building your system.

Refer to the appropriate chapter in this manual for a complete description of each of the tools and functions discussed in this chapter.

Infor VISUAL Financials

Infor VISUAL Financials is comprised of three fully integrated modules:

- ❒ General Ledger
- ❒ Accounts Payable
- ❒ Accounts Receivable

The General Ledger is the financial core of the entire Infor VISUAL Financials system. It gives you flexibility to customize while handling all aspects of the accounting process. Infor VISUAL Financials, through the General Ledger, generates, computes, and tracks entries as a result of activities from your business, using Accounts Payable, Accounts Receivable, Manufacturing and Payroll.

The Accounts Payable system is designed to help you improve your cash flow by facilitating control over your company's expenditures.

The Accounts Receivables system provides you with information about your company's financial status. This information may include what the customer has bought, how much they owe, when payment is due, and any payments past due.

The Infor VISUAL Financials Collection Module is available to assist the Accounts Receivable Department in their collection efforts as well as tracking the status of open receivables.

Together, the modules form a powerful tool used to integrate all of the VISUAL products to monitor your financial business by generating reports and schedules.

What is the General Ledger?

The General Ledger is the financial core of the entire Infor VISUAL Financials system. It is the repository of all financial information for your business and handles all of the aspects of the accounting process. VISUAL captures every financial transaction within the ledger and maintains this information in accounts. The accounts contain financial information from the subsidiary ledgers (Accounts Payable and Accounts Receivable), as well as Infor VISUAL Financials, Payroll, and Human Resources.

The General Ledger gives you the flexibility to customize your Chart of Accounts and create summary accounts to facilitate reporting. VISUAL prepares financial statements and maintains historical information for your business using the stored information in the General Ledger. Standard business reports such as the Income Statement and Balance Sheet are available within Infor VISUAL Financials. Additionally, you can use the Report Writer to create customized reports to meet your unique reporting requirements. VISUAL maintains actuals and budget information for past, current, and future years.

VISUAL generates ledger entries from Accounts Payable, Accounts Receivable, Manufacturing and Payroll as a result of activities. For example, paying an invoice in Accounts Payable automatically generates a transaction. Recording a customer payment in Accounts Receivable automatically generates a transaction. In Infor VISUAL Financials, activities such as invoicing, shipping, and inventory control all generate ledger transactions. Additionally, when necessary, you can also manually record financial transactions directly within the ledger using General Journals and Allocations.

The integration between the General Ledger, the Accounts Payable and Accounts Receivable subledgers, and Infor VISUAL Financials and Payroll allows you to post information directly to the ledger quickly and easily. You control the timing of the posting; however, VISUAL performs the function based on parameters you defined during your system setup. Keep these points of interest “in mind” as you decide on the specific areas of control. For implementation, use the baseline of information to control how your company uses the General Ledger.

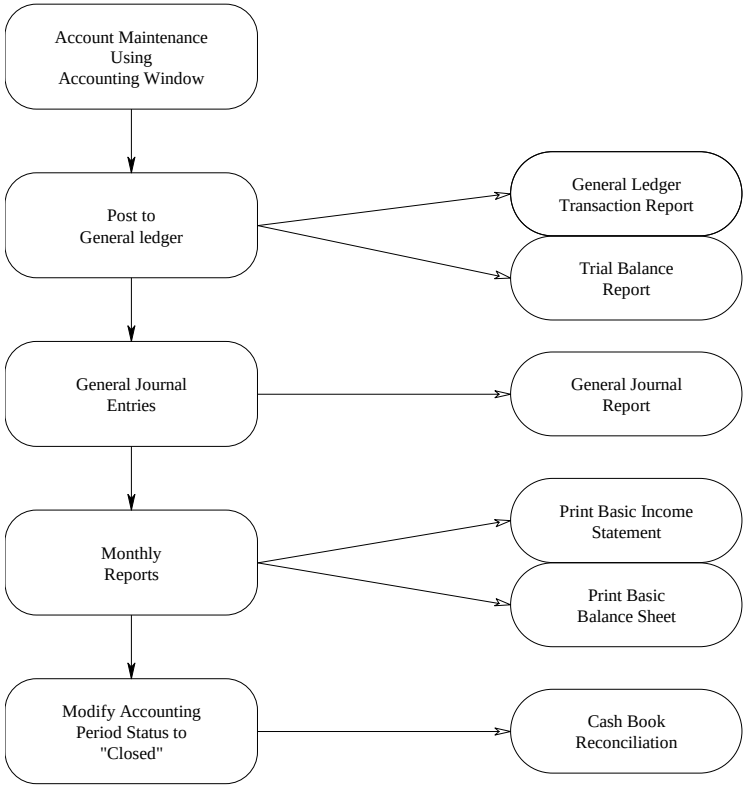
Implementing the General Ledger

General Ledger Implementation consists of steps that require you to establish a baseline of information that your company can use to control how your G/L works.

The specific steps required are as follows:

1. Enter your company information using Application Global Maintenance from the Ledger menu.
2. Select the G/L Reporting Periods.
3. Establish program security and define users (if appropriate) using Application Global Maintenance from the Ledger menu.
4. Use Application Global Maintenance to define the perimeters of the G/L accounting period.
5. Add Entity ID's using Application Global Maintenance from the Ledger menu. VISUAL allows you to establish another Entity.
6. Add General Ledger Accounts, structures, and budget dollars using the Accounting Window.
7. Display/Print Chart of Accounts and check the structure.
8. Setup General Ledger Account Interface Accounts using Application Global Maintenance from the Ledger menu.
9. Enter opening balances using General Ledger Transaction Entry.
10. Print Trial Balance and check beginning balances.
11. Add bank accounts using Bank Account Maintenance of the General Ledger.

General Ledger Processing Procedure



This section covers the G/L accounting activities that you generally perform for any given accounting cycle, or fiscal period. In this case, a fiscal period refers to a regular interval of time for which businesses analyze its financial information. A fiscal period is typically the number of days in one month.

A typical accounting period cycle is as follows:

1. Perform any account maintenance (adding new accounts) using the Accounting Window.
2. Post batches and transactions to the General Ledger from Manufacturing Journals, Accounts Payable Invoices, Accounts Payable Checks, Accounts Receivable Invoices, and Cash Application or any other external accounting packages with a posting interface.

a. Run the Close/Reopen Period to test the status transaction types in the Accounting Period. Should you need to post and unpost transactions, you can access the **Close/Reopen Period** from the Edit menu of the Accounting Window.

3. Generate sales commissions from Accounts Receivable Invoices (if applicable).
4. Print the G/L Transaction Report and Trial Balance, then perform account reconciliation.
5. Use General Journal Entry for activity not part of subsidiary ledgers.
6. Based upon the account reconciliation, make any necessary journal entries using the General Journal Entry function.
7. Print the General Ledger and monthly reports: Income Statement and Balance Sheet.
8. Using the Accounting Window, modify accounting period status to Closed after you have reconciled the month.

Accounts Payable

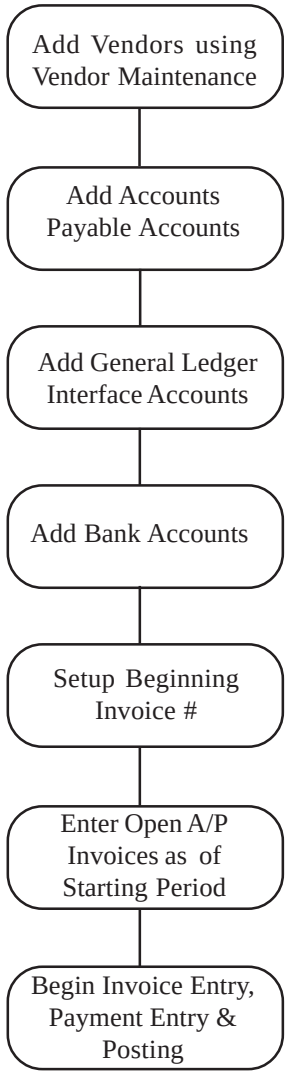
The Accounts Payable system automatically tracks purchases from vendors, helps you to track your cash flow and facilitates control over company expenditures. This accounting module produces reports that tell management when payment is due, to whom the payment is owed, and the cash requirements for paying all invoices due. VISUAL also includes other critical reports to give information about vendor history and uninvoiced receipts. In addition to maintaining the cash payment journals, VISUAL posts all A/P transactions to the General Ledger. A full audit trail of financial activity is maintained.

A/P allows you to select invoices for payment, and automatically generates checks to the vendors. VISUAL allows you to create "Checks on the Fly" as well as "Vendorless Checks." When you invoice a voucher, VISUAL validates the data against the purchasing and costing information stored in VISUAL to maintain control over the cash disbursements and accounting records. You also have the ability to record handwritten checks so that you can post them properly. VISUAL allows you to setup and generate recurring A/P vouchers. This is a great time saver for payments that are due on a regular or recurring basis. A/P also allows you to reconcile your checkbook with your bank statements.

1. Build the Vendor Master tables using Vendor Maintenance.
2. Add Accounts Payable accounts to the G/L Interface Accounts Maintenance function available from the Edit menu of the Ledger Application Global Maintenance.
3. Add Bank Accounts using Ledger Bank Account Maintenance.
4. Enter a Beginning Invoice number using the Automatic Numbering feature of Invoice Entry located under the Edit menu.

It is much easier to begin invoice entry at the beginning of a new fiscal period. If you are currently using another application for financials and are moving your data to VISUAL, the first fiscal period on VISUAL will probably not be "live." You should build aging in Accounts Payable from your "old system." That is, you can enter your invoices parallel to entering them on the other software. When you are ready to generate checks in VISUAL, print them out on plain paper instead of live check forms. Post activity to your ledger at the same time you are posting to your other software. This gives you an opportunity to become familiar with the new software. At the end of the first period, you should feel comfortable enough to switch over to VISUAL and go "live" with Accounts Payable.

Accounts Payable Implementation Process


Add Vendors using Vendor Maintenance
Add Accounts Payable Accounts
Add General Ledger Interface Accounts
Add Bank Accounts
Setup Beginning Invoice #
Enter Open A/P Invoices as of Starting Period
Begin Invoice Entry, Payment Entry & Posting

Accounts Payable Processing Procedures

VISUAL uses the data you enter to update the system tables that generate the Accounts Payable reports required to keep track of your company's purchases and payments.

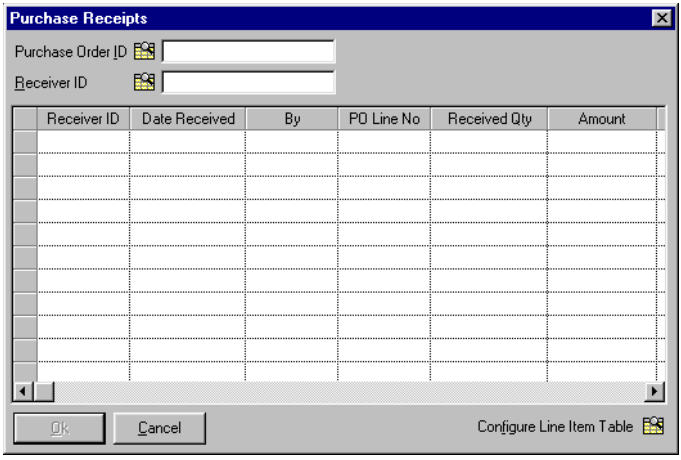
A typical Accounts Payable processing cycle is as follows:

1. Enter purchase receipts using the Purchase Receipt Entry module located under the **Purchasing** menu.

   In Infor VISUAL Financials, this is usually done by the receiving and purchasing departments.

2. Enter all invoices using Invoice Entry.

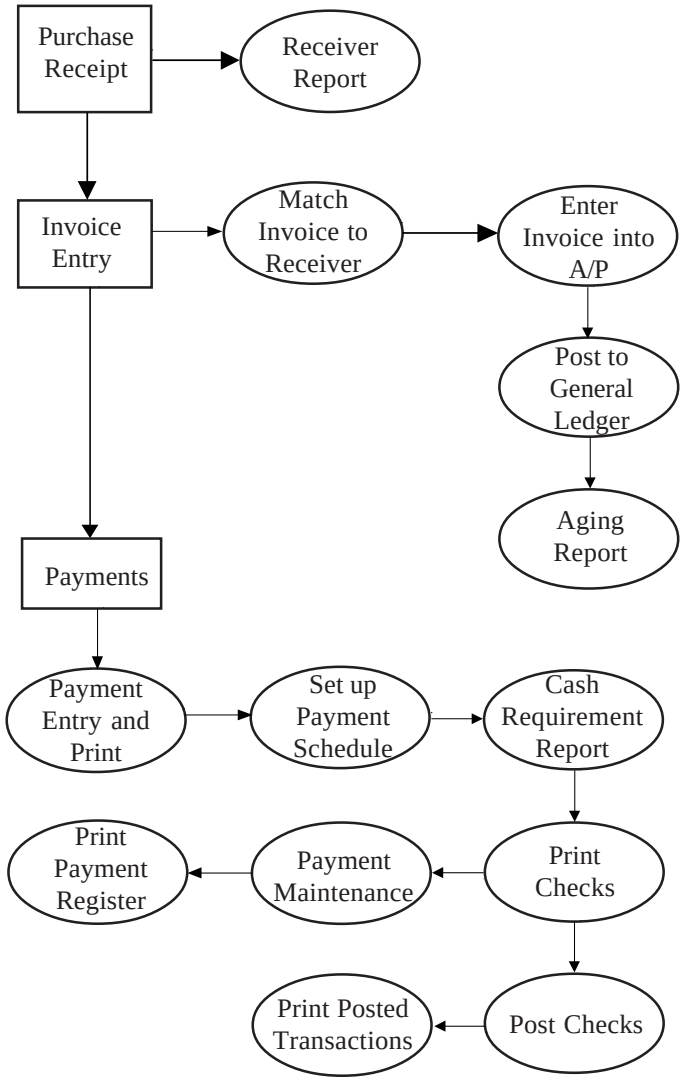
   If the invoice is associated with a purchase receipt, use the Purchase Order Receipts feature of A/P Invoice Entry, located under the Edit menu, to select the invoice from a table of invoices. This fills in information from the purchase order (vendor, line item, part, quantity, etc.) for this receipt. If the invoice is not associated with a receipt, you must enter all information manually.



3. Match the invoice to the purchase order and receiver.
4. Select the receiver line, then click **OK**.

   VISUAL populates the invoice into the dialog box.
5. Post to the General Ledger.
6. Print the A/P Aging Report.
7. Set up the payment schedule.
8. Print the Cash Requirements Report.
9. Begin Payment Processing.

Accounts Payable Processing Flow Chart



Accounts Receivable

The Infor VISUAL Financials Accounts Receivable system provides you with information about your company's financial status. This information includes what the customer has bought, how much they owe, when payment is due, and any payments past due. You can enter cash receipts, produce customer statements, and make any necessary adjustments to accounts.

A/R provides you with the flexibility to set credit limits, define your own invoicing and statement cycles, and set payment terms that vary by customer through the Customer Maintenance function.

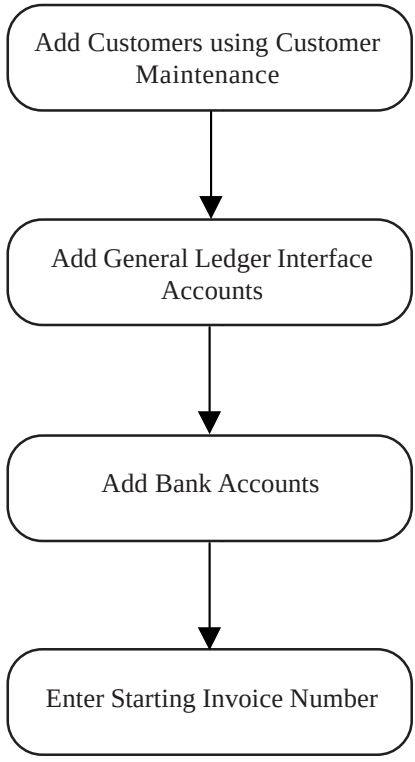
VISUAL also allows you to set up Collection Payment Schedules. All A/R transactions are posted to the G/L and a full audit trail of financial information is maintained.

The Accounts Receivable system also provides important cash flow information. This information shows you how much cash your company is receiving from its customers.

The Accounts Receivable implementation procedures require you to establish a baseline of information. The procedure is as follows:

1. Build the customer table using Customer Maintenance.
2. Add Accounts Receivable accounts to the G/L Interface Accounts Maintenance Interface table using the Ledger Application Global Maintenance function located under the Edit menu.
3. Add Bank Accounts using Bank Account Maintenance.
4. Enter Beginning Invoice Number used for automatic numbering (if you want).

Accounts Receivable Implementation Flow Chart


Add Customers using Customer Maintenance
Add General Ledger Interface Accounts
Add Bank Accounts
Enter Starting Invoice Number

Accounts Receivable Processing Procedures

In Accounts Receivable, VISUAL stores and processes information about monies owed to you by your customers. This information includes what the customer has bought, how much they owe, when payment is due, and identifies any payments past due.

A/R allows you to generate invoices, record payments and prepayments, issue credit memos, and produce management reports vital to the effective management of your business.

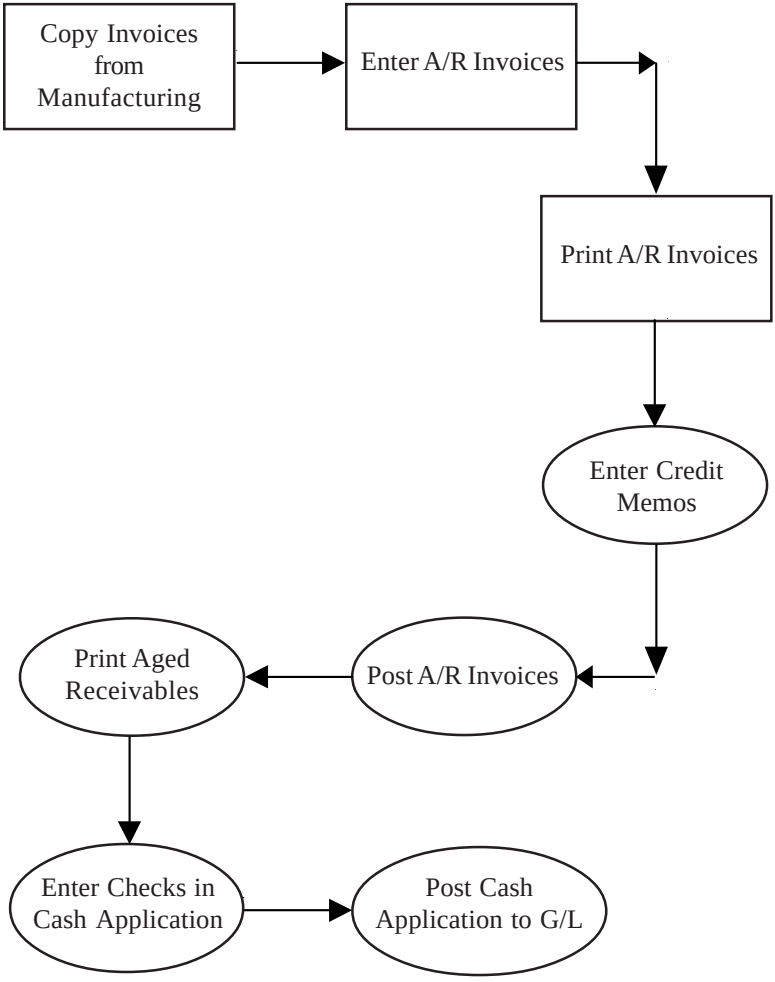
A typical Accounts Receivable processing cycle is as follows:

1. Enter customer orders using the Customer Order Entry function in Infor VISUAL Financials.
2. Record shipments to customers using the Shipping Entry function in Manufacturing. If shipping, you must generate Shipping Entry in Invoice Forms under the Reporting menu.
3. Generate invoices either from Infor VISUAL Financials, or manually enter when required.

   If an invoice is associated with a customer order, you can copy the invoice to Accounts Receivable.

   You also have the option of manually entering invoices for occasions when there is no associated customer order.
4. Print invoices from under the File menu of A/R Invoice Entry.
5. Enter any Prepayments and/or Credit Memos.
6. Post invoices/credit memos to the General Ledger.
7. Print the A/R Aging Report.
8. Process customer payments using the Accounts Receivable Cash Application function.
9. Post Cash Applications to the General Ledger.
10. Print the G/L Transaction Report.

Accounts Receivable Processing Flow Chart



Chapter 3

Application Global Maintenance

What is Application Global Maintenance?

Immediately after installing VISUAL, you must use the Application Global Maintenance functions to enter your company's vital information. Setting information parameters in Application Global Maintenance extend throughout VISUAL.

VISUAL uses this information throughout the system as it determines how the individual applications operate. If your company information changes in the future, use the Application Global Maintenance modules to make any changes or updates.

VISUAL offers two specific Application Global Maintenance windows to satisfy the specific categoric functions: Financial and Manufacturing. VISUAL governs most Financial functions through Application Global Maintenance located on the Ledger menu. Infor VISUAL Enterprise's Application Global Maintenance window is located on the Admin menu. Please refer to your *Infor VISUAL Financials User's Guide* for complete information on the specific manufacturing functionality of Application Global Maintenance.

You must now define two important Infor VISUAL Financials parameters during your database setup. One is the definition of your financial setup for the accounting method, (the "Costing" method, either Actual, Standard or Average), and to specify the number of periods in your fiscal year. The other requires you to setup VAT and Intrastat using Infor VISUAL Financials Application Global Maintenance.

The following identifies each Application Global section:

Application Global Modules

Financials	Manufacturing
Name & Address	Value Added Tax
G/L Reporting Periods	Intrastat Tracking
Periods/Year	Multi-Currency & Euro Compliance
Login Information	
Entity	
Calendar	
G/L Account Interface	
Program Security	

Starting Application Global Maintenance

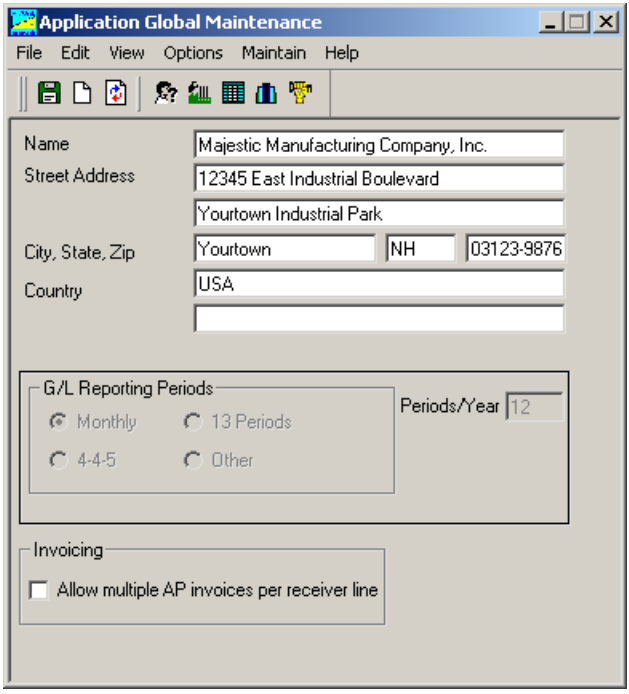
Financials Application Global Maintenance is available from the Ledger menu of the VISUAL Main window.
There are two separate Application Global Maintenance modules. You must use the one located in the Ledger menu when setting up the G/L Accounting Period and Calendar.

The Manufacturing Application Global Maintenance module is located on the Maintenance menu and pertains to the Manufacturing software. Use this module to set up Multi-Currency, VAT and Intrastat, and your Costing method.

To access the Application Global Maintenance window:

Select **Ledger**, **Application Global Maintenance** from the VISUAL main menu.

The Application Global Information window appears.



The Application Global Information window contains both entry fields and action buttons. The window appears with your company's information in it, unless this is the first time you have used the system. If this is the first time using Infor VISUAL Financials, the window is blank.

Setting Company Information

The first time you use Infor VISUAL Financials, you must enter your company information in the Application Global Information window.

Enter your company information in the upper fields. Use the Tab key (or mouse) to move among the fields. You can edit the company information any time.

Click the **Save** toolbar button after you have entered all of the necessary information.

Although you can view the G/L Reporting Periods and Periods per Year information in the Application Global Information window, you cannot make changes here. To adjust these settings, see "Setting Accounting Periods and Calendars" in this chapter.

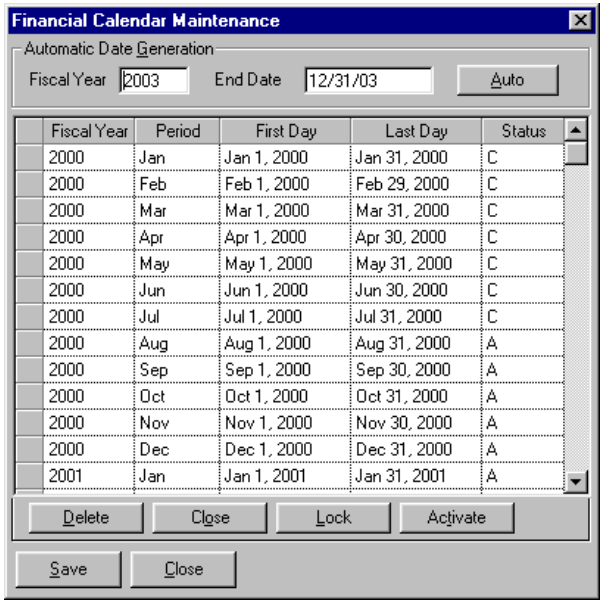
Setting Account Periods and Calendars

After you define the G/L Reporting Periods, set the fiscal calendar and accounting periods for your company using the Financial Calendar Maintenance dialog box from the Ledger Application Global Maintenance window. Review the calendar and plan carefully before entering data.

After defining reporting periods, and after you set a calendar and post activity to it, you cannot change it.

1. Click the **Calendar** toolbar button, or select **Maintain**, **Calendar** from the Application Global Maintenance menu.

   The Financial Calendar Maintenance dialog box appears. During initial implementation the Financial Calendar Maintenance dialog box is blank.


Financial Calendar Maintenance
Automatic Date Generation
Fiscal Year 2003
End Date 12/31/03
Auto
Fiscal Year | Period | First Day | Last Day | Status
2000 | Jan | Jan 1, 2000 | Jan 31, 2000 | C
2000 | Feb | Feb 1, 2000 | Feb 29, 2000 | C
2000 | Mar | Mar 1, 2000 | Mar 31, 2000 | C
2000 | Apr | Apr 1, 2000 | Apr 30, 2000 | C
2000 | May | May 1, 2000 | May 31, 2000 | C
2000 | Jun | Jun 1, 2000 | Jun 30, 2000 | C
2000 | Jul | Jul 1, 2000 | Jul 31, 2000 | C
2000 | Aug | Aug 1, 2000 | Aug 31, 2000 | A
2000 | Sep | Sep 1, 2000 | Sep 30, 2000 | A
2000 | Oct | Oct 1, 2000 | Oct 31, 2000 | A
2000 | Nov | Nov 1, 2000 | Nov 30, 2000 | A
2000 | Dec | Dec 1, 2000 | Dec 31, 2000 | A
2001 | Jan | Jan 1, 2001 | Jan 31, 2001 | A
Delete
Close
Lock
Activate
Save
Close

2. Establish your financial calendar for the fiscal year.

   You **must** establish a Financial Calendar before VISUAL allows you to post transactions from Subsystems, General Journals, or Allocation Journals.

   You can setup your Financial calendar by either using the **Auto** button or manually entering each month.

The **Auto** button generates the calendar based on the reporting period type that you select and the end date of the fiscal year in the End Date field. When using **Auto generate** be sure that the end date is the last day of your financial calendar. This may or may not correspond to the actual last date of a year (i.e. 12/31/99).

Example: Suppose that 4-4-5 is the reporting periods, 13 periods to a year, and December is the last month for 1999. The last day of this financial calendar would be the last Friday of the year, which in this case would be December 31, 1999. This is the date you would enter in the End Date field. When you click the **Auto** button, VISUAL generates the calendar backwards from this date based on these parameters.

When operating under a fiscal year that is different from a calendar year, we recommend that the Fiscal Year label be determined from the beginning period, not the ending period. For example, a fiscal year that runs from September 1, 1999 to August 31, 2000 should be considered fiscal year 1999.

You must make changes to the period status manually through editing the calendar; it is never altered automatically.

3. Use the Financial Calendar Maintenance window to change the period status to **Active** or **Locked**.

   Use the Close/Reopen Period window in General Ledger to close a fiscal period. You should test the period for unposted transactions before closing a period. This ensures that the period you are closing does not have outstanding unposted transactions.

   The Fiscal Calendar Maintenance window does **not** prevent you from closing or locking a period that has pending transactions. For this reason, you should **not** use the Fiscal Calendar Maintenance window to close or lock an open period.

   With either method, you can control each field that determines which periods you can post and which you cannot. The status designation is the means by which you control the postings to the periods. Post an **Active (A)** period with journals from any source (Subledgers, General Journals, Allocations, Manufacturing, etc.). There is no limit to the number of periods that can be **Active** at the same time. This allows you to post both the current and future periods without restriction.

   You **cannot** post to a **Closed (C)** period. VISUAL assumes that all journals and adjustments have already been posted and Cash Book has been reconciled. For this reason, you should only use the Close/Reopen Period window option available from the Accounting Window in Ledger to close a period.

Note: *If for some reason you need to post to a closed period, you can reopen the period using the Financial Calendar Maintenance window.* ***Be aware that following this procedure changes your books.*** *After posting, you should close the period again.*

A **Locked** (**L**) period does NOT allow you to post journals from any source (Subledgers, General Journals, Allocations, Manufacturing, etc.). You cannot open the period using the Close/Reopen Period window option. This provides you with an extra level of security.

When you lock a period, VISUAL assumes that you have posted all journals and adjustments and that you have reconciled Cash Book. For this reason, you should only lock a period that has already been closed using the **Close/Reopen Period Window** option available from the Ledger menu of the Accounting Window.

If you find that you must post to a **Locked** period, you can reopen it using the Financial Calendar Maintenance window. After posting the period you should close and lock the period again.

4. Click the **Save** button to save the information.

   Click the **Close** button to return to the Application Global Information window without saving the changes.

Editing the Financial Calendar

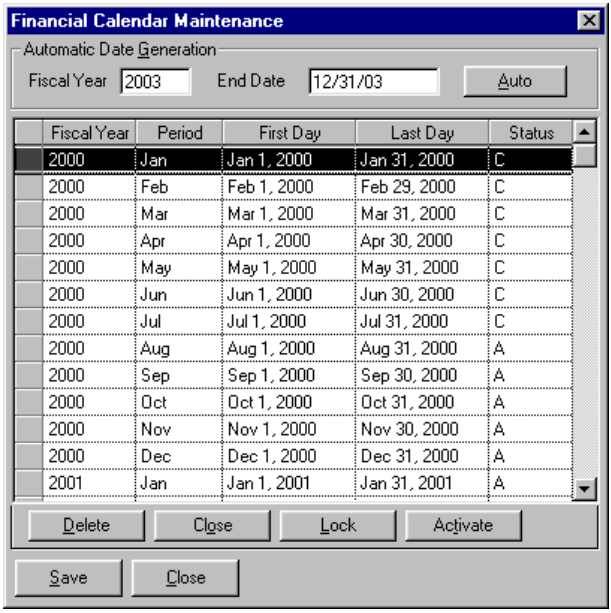
You can edit the Financial Calendar at any time; however, you can only edit the status of a period, or its beginning and ending dates.

Note: *You cannot delete a period if it has activity in it.*

Deleting Periods

1. Select the period you want to edit from the table in the Financial Calendar dialog box.

   The line appears highlighted.


Financial Calendar Maintenance
Automatic Date Generation
Fiscal Year 2003
End Date 12/31/03
Auto
Fiscal Year | Period | First Day | Last Day | Status
2000 | Jan | Jan 1, 2000 | Jan 31, 2000 | C
2000 | Feb | Feb 1, 2000 | Feb 29, 2000 | C
2000 | Mar | Mar 1, 2000 | Mar 31, 2000 | C
2000 | Apr | Apr 1, 2000 | Apr 30, 2000 | C
2000 | May | May 1, 2000 | May 31, 2000 | C
2000 | Jun | Jun 1, 2000 | Jun 30, 2000 | C
2000 | Jul | Jul 1, 2000 | Jul 31, 2000 | C
2000 | Aug | Aug 1, 2000 | Aug 31, 2000 | A
2000 | Sep | Sep 1, 2000 | Sep 30, 2000 | A
2000 | Oct | Oct 1, 2000 | Oct 31, 2000 | A
2000 | Nov | Nov 1, 2000 | Nov 30, 2000 | A
2000 | Dec | Dec 1, 2000 | Dec 31, 2000 | A
2001 | Jan | Jan 1, 2001 | Jan 31, 2001 | A
Delete
Close
Lock
Activate
Save
Close

2. Click the **Delete** button.
   An **X** appears in the column to the left of the Fiscal Year. VISUAL marks the line to delete.
3. Click the **Save** button to save your changes.

Closing Periods

Before you close a period, you should use the **Close/Reopen Account Period** function to check for unposted transactions.

1. Select the period you want to close from the table in the Financial Calendar dialog box.

   The line becomes highlighted.

2. Click the **Close** button.

A check mark appears in the column to the left of the Fiscal Year, indicating that you intend to change the line. The Status column now contains a "**C**," indicating the new status. Close an account period after you have posted and reconciled the accounting period. A closed period prevents you from posting to it by issuing a message.

You can open a closed period by selecting the **Activate** button. (See "Activating Periods" in this chapter for more information.)

3. Click the **Save** button to save your changes.

Locking Periods

Use the Lock Period feature to lock a period to prevent posting transactions when reconciliation is in process.

1. Select the period you want to lock from the table in the Financial Calendar dialog box.

   The line becomes highlighted.

2. Click the **Lock** button.

   A check mark appears in the column to the left of the Fiscal Year, indicating that the line has been changed. The Status column now contains an **L**, indicating the new status. Locking an accounting period prohibits posting to the period. You can reactivate a locked period if needed from the Account Calendar only.

3. Click the **Save** button to save your changes.

Activating Periods

When the calendar is initially set up all of the periods have a status of **Active** (**A**). Active periods are open and ready for posting.

To Activate a **Closed** or **Locked** period:

1. Select the period you want to activate from the table in the Financial Calendar dialog box.

   The line becomes highlighted.

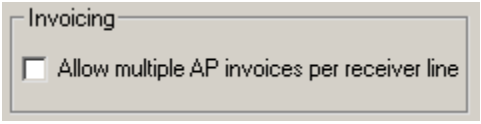
2. Click the **Activate** button.

   A check mark appears in the column to the left of the Fiscal Year, indicating that the line is marked to change. An **A** appears in the Status column, indicating the new status.

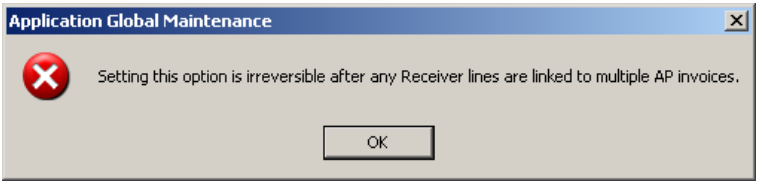
3. Click the **Save** button to save your changes.

Allowing Multiple Invoices

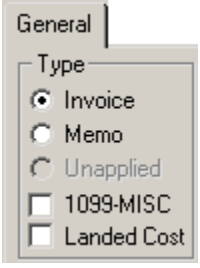
If you want to track the miscellaneous costs—landed costs—you incur on your receiver lines, select the **Allow Multiple AP Invoices Per Receiver Line** check box in the Financials Application Global Maintenance window.



Note: *Because VISUAL does NOT allow you to clear the check box after you enter multiple invoices for any receiver line, make sure you want to allow multiple invoices before selecting the check box.*


Application Global Maintenance
Setting this option is irreversible after any Receiver lines are linked to multiple AP invoices.
OK

When you select the **Allow Multiple AP Invoices Per Receiver Line** check box the Landed Costs check box appears active in the A/P Invoice Entry window.



Working with Multi-Entity Financials

Infor VISUAL Financials allows you to setup more than one financial entity. This means that you can keep separate financial information for different entities in the same database for Accounts Payable, Accounts Receivable, and General Ledger. It is important to remember that this only pertains to financial information; there is no multi-entity capability for Infor VISUAL Financials.

Each entity shares the same Chart of Accounts. The Chart of Accounts is the account system that your company sets up to assign account numbers, types, budget amounts and to designate which accounts are subordinate to others. The base account number refers to the same kind of account for every entity; however, the transactions placed in that account are always entity specific (for example, you are required to specify the Entity ID of an account when creating a General Journal entry). Although a single Chart of Accounts is used for all entities, VISUAL does support multiple interface tables, one for each entity. This allows you to direct automatically generated transactions to accounts in the correct entity. Note that this feature is not required to keep your information separated by entity because all postings are automatically separated by entity. You can only post to one entity at a time in a journal.

You would typically use multi-entity financials where you have a manufacturing company and a non-manufacturing (i.e. consulting) company that are part of the same corporate structure. Multi-entity allows you to keep separate records for each company while allowing you to produce consolidated reports for the corporate headquarters by requesting accounts from both entities using the G/L Report Writer.

Due to the complexity of keeping track of multiple entities, you should only create another entity when maintaining distinct financial records. For example, you should NOT use multiple entities to produce reports by department (use the account numbering setup instead).

Note: *You MUST have at least ONE entity established in your database.*

The following functions within both Infor VISUAL Financials and Infor VISUAL Financials require you to specify an Entity ID:

- ❒ G/L Accounting Window
- ❒ G/L General Journal Entry
- ❒ A/P Invoice Entry
- ❒ A/P Payment Generation & Print
- ❒ A/P Payment Maintenance
- ❒ A/R Invoice Entry

- ❒ A/R Cash Application
- ❒ Customer Maintenance
- ❒ Vendor Maintenance
- ❒ Customer Order Entry
- ❒ Purchase Order Entry
- ❒ Customer Shipment
- ❒ G/L Allocations

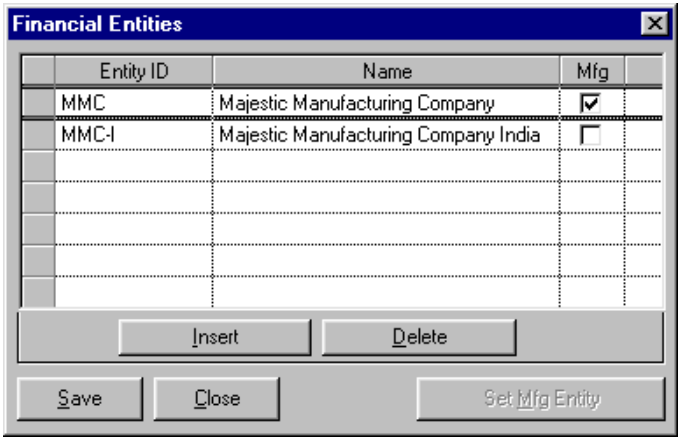
Adding Entities

You may want to set up more than one financial entity. You can keep separate financial information for different entities in the same database for Accounts Payable, Accounts Receivable, and the General Ledger. Due to the complexity of keeping track of multiple entities, you should only create another entity when maintaining distinct financial records.

To add an entity:

1. Click the **Entity Maintenance** toolbar button, or select **Maintain**, **Entity** from the menu.

   The Financial Entities dialog box appears.



2. Click the **Insert** button.
   A new line appears in the table.
3. Enter the Entity ID and Entity Name in the Entity ID and Entity Name fields.
4. Select the **Mfg** check box if you want to use this entity in Infor VISUAL Financials.

   You can only have one Manufacturing Entity ID.

5. Click the **Save** button to save the new entry to the system and make it available for use throughout the system.
6. Click the **Close** button to close the dialog box and return to the Application Global Information window.

Deleting Entities

You can delete entities only if there are no transactions referencing the Entity ID.

To delete an entity:

1. Select the entity you want to delete.
2. Click the **Delete** button.

   VISUAL marks the row with an **X** placed within the row header indicating that the line is marked for deletion.
3. Click the **Save** button to save your deletion.
4. Click the **Close** button to close the dialog box and return to the Application Global Information window.

Using the G/L Account Interface Table

The General Ledger Account Interface table defines the relationship between the subledgers and the general ledger by specifying the Interface Accounts; the ledger accounts that receive the transaction postings generated by the other applications (Infor VISUAL Financials through the Costing Utilities function, Accounts Payable and Accounts Receivable). For example, Accounts Payable invoices and payments, Accounts Receivable invoices and cash application, and purchasing, shipments and inventory in Infor VISUAL Financials, all generate transactions for the ledger.

The G/L Account Interface table requires you to specify accounts already defined within your Chart of Accounts. You must first add the accounts using the Accounting Window in the General Ledger before defining them as interface accounts. Again, use careful planning when selecting accounts for the G/L Interface Table. Throughout the VISUAL system there are processes that require an account number such as Order Entry, Invoicing, Payment Generation, and Inventory Transactions. If an account is not specific, the function uses the account in the G/L Interface table as the default.

In some instances there is only one balance sheet account that you would want to use. However, if you want to track product line revenues, you need to create a default revenue account to put in the G/L Interface table and separate revenue accounts for each product line. When you enter an order for a product, you can then specify the account for that product. If you do not specify an account, VISUAL credits the default account from the interface table for the sale when you invoice the order.

Each Entity ID in your database may have its own interface accounts table. Normally, this table contains identical accounts for different Entity IDs. The only reason they would not be the same would be if you want to use one account number for different purposes. Keep in mind, however, that even though you may have interface tables for each entity, they all use the same Chart of Accounts.

Also, keep in mind the following facts:

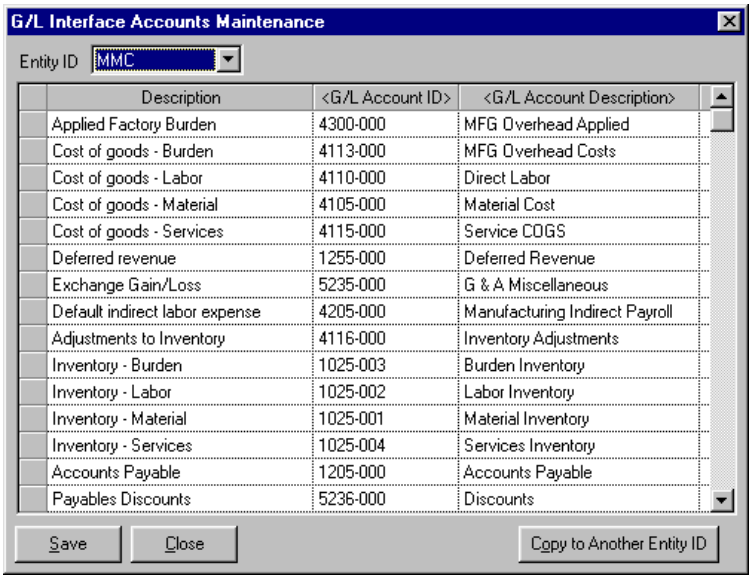
- ❒ If necessary, you may specify a single account multiple times as an interface account.
- ❒ The accounts you specify on the G/L Account Interface table are default accounts; and you can override at various levels.
- ❒ You must maintain a set of interface accounts for each entity defined.

Accessing the G/L Account Interface Window

Use the G/L Interface Account Maintenance window to define default G/L posting accounts for transactions posted from VISUAL subsystems.

Click the **G/L Account Interface** toolbar button, or select **Maintain**, **G/L Account Interface** from the Application Global Maintenance window.

The G/L Interface Accounts Maintenance dialog box appears.



Interface Account Overrides

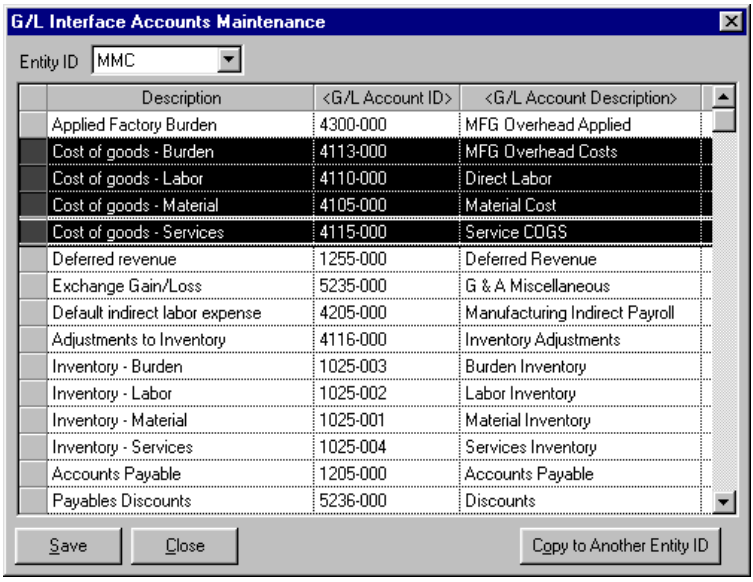
Infor VISUAL Financials gives you the flexibility to track costs as generally or as specifically as you need. The G/L Interface Accounts table lists default G/L posting accounts. You can override default accounts at a variety of levels for each cost category.

For example, you may want to track revenues by product line. Although you may still need to specify a default revenue account (in case no override is specified), you can specify an override revenue account for each product line on the Customer Order Entry window when you enter an order for a product. If you do not specify an override account, VISUAL posts the default account from the Interface table when you invoice orders.

Interface Account for Multi-Entities

You must define a different G/L Interface Accounts table for each entity in your database. For simplicity, you can use the same G/L Account IDs for all entities. Keep in mind that even though you have a separate interface account table for each entity, all accounts (regardless of entity) reside in the same Chart of Accounts.

To specify the same G/L Account IDs for all entities, click the **Copy to Another Entity ID** button. VISUAL copies the entire list to the entity you select.



Maintaining the Interface Accounts

You can change the posting accounts in your interface. Use the procedure below any time during or after the initial setup of your system.

1. Select the row to which you want to change information from the G/L Interface Accounts Maintenance dialog box.

   The row becomes highlighted.

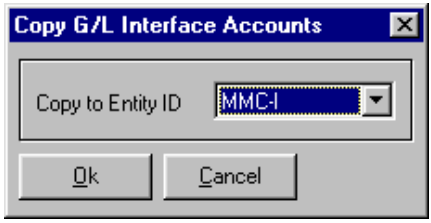
2. Move to the G/L Account ID column and enter a posting level account ID that exists on the Chart of Accounts.

3. Click the **Save** button to save your changes.

   Click the **Close** button to cancel any changes and return to the Application Global Information window.

   If you have multiple entities and want to copy the interface information you just entered to another entity, use the **Copy to Another Entity ID** button at the bottom of the window.

   The Copy G/L Interface Accounts dialog box appears.



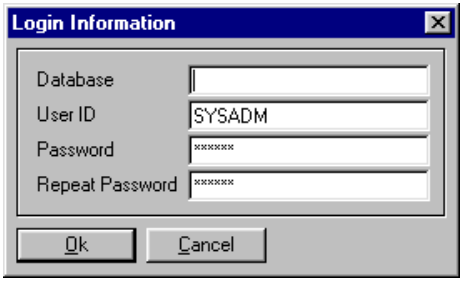
4. Select the entity, then click the **Ok** button.
   VISUAL creates a duplicate interface table for another entity. You can then make any necessary changes.

Setting the Login Profile

Use the Login Profile function to set a default login User ID and password for your workstation. Use only when running a single VISUAL program. This allows you to grant access to specific applications, not requiring the employee to login with a password.

1. Click the **Login Information** toolbar button, or select **Maintain**, **Login Information** from the menu.

   The Default Login Profile dialog box appears.



2. Enter the Database name, User ID, Password, and Repeat password in the appropriate fields.

   The Password characters do not appear in the repeat password field; each character you type appears as an asterisk (*).

3. Select **Ok** to save the entry.

   VISUAL displays a dialog box, informing you that this password will not take effect until the next logon.

4. Click **Ok** to save the changes or click **Cancel** to close the dialog box without saving changes.

Setting Program Security

The Program Security feature allows the System Administrator to assign user access to VISUAL windows and components. Program security is located in Application Global Maintenance from either the **Admin** or **Ledger** menu.

The Application Global Maintenance window accessed from the Admin menu contains all the available options, whereas the Program Security accessed from the Ledger menu applies only to windows used in Financials. For more information on the Program Security feature accessed from the Admin menu, refer to your *Infor VISUAL Financials User's Guide*.

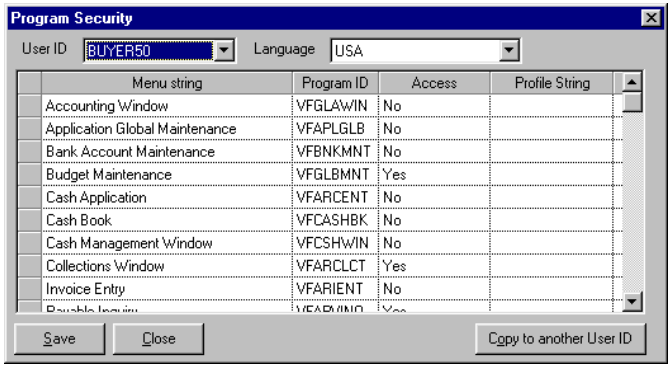
An enhancement to the Financials 6.2 release allows the System Administrator to assign read-only access to the Credit Limit and Accounting tabs in Customer Maintenance. To apply this functionality to a user, you must use the Application Global Maintenance window from the Admin menu.

You can control user access to individual VISUAL applications using Program Security. You can also give a user read-only access to an application, so that the user can view objects, but NOT modify or delete them.

Note: *You must be logged in as the system administrator to have access to this function.*

1. Select **Ledger**, **Application Global Maintenance** from the VISUAL main menu.
2. Click the **Program Security** toolbar button, or select **Maintain**, **Program Security** from the menu.

   The Program Security dialog box appears, containing a table of all available applications within Infor VISUAL Financials. All of the applications are active by default.



The following categories appear in the table:
Menu String - This is a description of the VISUAL application.

Program ID - This is an identifier for the VISUAL application. This is actually the name of the .exe file for the program.

Access - If **Yes** appears in this column, the user has access to this application.

Profile String - This specifies full access or read-only. A blank field indicates full access; **RO** indicates read-only.

3. Select the appropriate User ID from the drop-down menu, then left click in the Access column of the appropriate application to populate the field.
4. Select a language from the drop-down menu. American English (USA) is the default.
5. Select the appropriate access for the user from the drop-down menu.

   By default, VISUAL grants access to all applications. All of the access fields appear with **Yes**.

   Yes gives the user full use of the application, including the ability to edit information.

   Read-Only allows the user to view information in the application, but does not allow the user to edit information.

   No prohibits the user from accessing the application and does not display on the user's menu.
6. Continue to select users and set security.

   You can also copy one user's security profile to another user by clicking on the **Copy to Another User ID** button. This makes it easy to quickly set up users with the same application security.
7. To deny access to an application, click in the **Access** field and select **No** from the drop-down menu.

   This application will no longer be available to the user, and will not appear in the user's VISUAL Main menu.

   If you want the user to have access to an application in read-only mode, select **Read Only** from the drop-down menu.

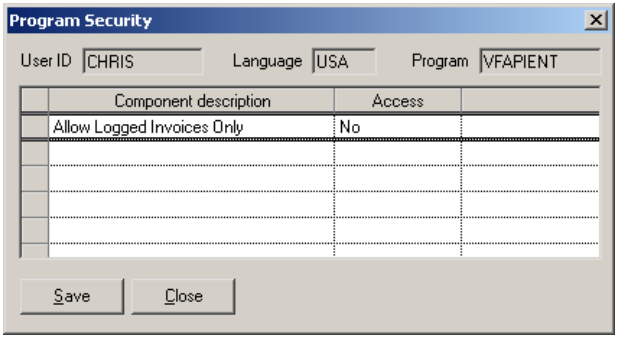
   This allows the user to invoke the application and call in objects, but NOT to modify or delete them.
8. Click the **Save** button when you have completed the selections for this user. You can then select another to modify.

Setting Profile Options for Invoice Entry

You can set access to individual users allowing them to only enter Customer Invoices with a status of Logged.

1. Highlight the **Invoice Entry** line with a Program ID of VFAPIENT in the Program Security dialog box.
2. Click the **Pgm Components** button.

   The Program Security dialog box appears for Invoice Entry.



3. In the Allow Logged Invoices Only row, click in the Access column.
4. Click the drop-down arrow and select **Yes**.
5. Click the **Save** button.
6. Click the **Close** button.

   The Program Security dialog box closes.

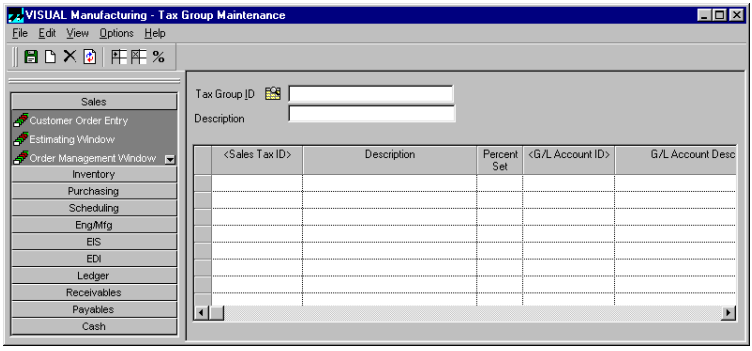
Maintaining Sales Tax

VISUAL uses sales tax information during Customer Order Entry to compute sales taxes. The Sales Tax Group Maintenance window in Infor VISUAL Financials allows you to create, edit, and delete sales tax group and sales tax information.

For more information on maintaining sales taxes, refer to your *Infor VISUAL Financials User's Guide*.

From the Infor VISUAL Financials main menu, select **Sales**, **Sales Tax Group Maintenance**.

The Tax Group Maintenance window appears.



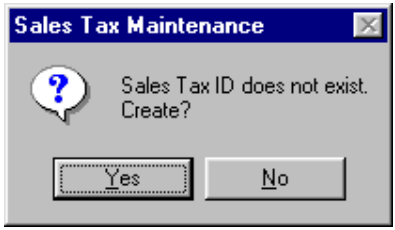
Creating a Sales Tax Group

A sales tax group is a list of all taxes a customer in a particular location must pay. For example, if you sell a product to a customer located in New York City, you are responsible for charging your customer taxes for both New York City and New York State. Sales Tax Group Maintenance allows you to group all applicable taxes together for customers with the same tax responsibilities.

1. Click the **New** toolbar button to create a new Tax Group ID.
2. Enter a unique Tax Group ID in the Tax Group ID field.
3. Enter a description for the Tax Group ID in the Description field.
4. Click the **Insert Row** toolbar button to add Sales Tax IDs.
5. Enter the Sales Tax ID for the individual tax you are assigning to this tax group in the **Sales Tax ID** column, then press the **Tab** key.

   To assign an existing Sales Tax ID to the new Sales Tax Group, double-click the **Sales Tax ID** column header to choose an existing Sales Tax ID from the list.

VISUAL checks the database for Sales Tax IDs. If the Sales Tax ID is not found, VISUAL displays the following dialog box.



Click the **Yes** button to create the Sales Tax ID.

7. Enter the description for the Sales Tax ID in the **Description** column, then press the **Tab** key.
8. To post sales dollars from the selected sales tax group to a specific G/L account, double-click the **G/L Account ID** row header to choose from a list of G/L Accounts, or enter the G/L account in the field provided.

   After you enter the account, VISUAL retrieves the account description from the G/L Account table and displays it in the **G/L Account Description** column. If you do not specify an account, VISUAL uses the default Sales Tax Payable account in the G/L interface.

   The Percent Set check box indicates if a tax percent has been established for this tax.
9. Press the **Tab** key to enter another row.
10. When you are finished, click the **Save** toolbar button.

Editing a Sales Tax Group

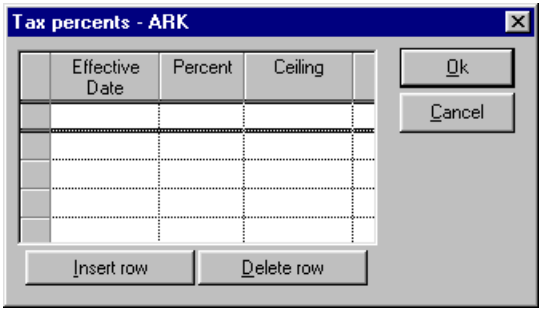
1. From the Tax Group Maintenance window, click the **Browse** button beside Tax Group ID field to select the Tax Group ID you want to edit from the list.

   VISUAL populates all the associated Sales Tax IDs in the table.
2. Click the field you want to edit, then change the necessary information.
3. Click the **Save** toolbar button.

Maintaining Percents

1. Click the **Browse** button to select the Tax Group ID you want from the Tax Group ID field.
2. Select the row header of the Sales Tax ID to which you want to add percentages.
3. Click the **Edit Percents** toolbar button.

   The Tax Percents dialog box appears.



4. Click the **Insert Row** button to add a tax percentage to the selected sales tax.
5. VISUAL automatically enters the current system date in the **Effective Date** column. This date indicates when this percent takes effect. Click the **Tab** key to accept the date, or enter another date in the **Effective Date** column.
6. Enter the percentage for this tax in the **Percent** column.
7. To set a ceiling for the highest sales tax amount applied to an invoice, enter the amount in the **Ceiling** column.
8. To add additional rows, click the **Insert Row** button and repeat steps 5 through 7.

   To delete a row, select the row then click the **Delete Row** button.
9. Click the **OK** button to save your changes and return to the Tax Group Maintenance window.

   Click the **Cancel** button to exit this dialog box without saving changes.

Deleting Sales Tax IDs

1. Click the **Browse** button beside the Tax Group ID field to select a Tax Group ID from the list, or enter the Tax Group ID in the field provided.
2. Select the row header of the Sales Tax ID you want to delete.
3. Click the **Delete Row** toolbar button.

   An **X** appears on the row header of the selected tax.

   Note: *Be careful not to select the* ***Delete*** *button. This button deletes the entire Group Tax, including all Sales Tax IDs, from the database.*
4. Click the **Save** toolbar button.
5. You can undelete a deleted sales tax ID if you have not clicked the **Save** toolbar button by selecting the Sales Tax ID you want to undelete, then clicking the **Delete Row** toolbar button.

   VISUAL removes the **X** from the selected row header.

Deleting Tax Group IDs

Caution

The following steps will delete the entire Group Tax ID entry, including all Sales Tax IDs. To delete a Sales Tax ID, refer to "Deleting Sales Tax IDs" mentioned previously in this section.

1. Click the **Browse** button beside the Tax Group ID field to select a Tax Group ID you want to delete from the list, or enter the Tax Group ID in the field provided.
2. Click the **Delete** toolbar button.

   VISUAL removes the Tax Group ID from the database.

What is VAT?

Value Added Tax (VAT) is a popular method of taxation in Europe on goods consumed. VAT applies to goods sold or purchased within a given country; it is not charged on goods leaving or entering the country. Infor VISUAL Financials also provides support for recoverable VAT in Purchasing and Accounts Payable.

VAT is usually product-related rather than destination-related. This is different than taxation in the United States. In the United States, companies may set the default sales tax group in the customer and vendor records. This data element is not visible in VAT mode.

Use the VAT section of the Application Global Maintenance window in Infor VISUAL Financials to enable VAT and set VAT information. To view the VAT section, click the **VAT** tab.

VISUAL 6.2 version includes several VAT enhancement features to properly handle VAT statutory requirements:

- ❒ Ability to Tax Freight
- ❒ VAT Category Codes (a Belgium requirement)
- ❒ VAT Discounts in Accounting
- ❒ VAT Codes at the Customer/Vendor level
- ❒ Overrides of VAT codes by Customer/Vendor or Part ID
- ❒ VAT reports default to “draft” mode

Enabling VAT

You can enable VAT in Infor VISUAL Financials only if there is no transactional data in your database. Typically, you would enable VAT when you **first** implement VISUAL.

To enable VAT, select the **Value Added Tax Support Enabled** check box in the VAT section of the Infor VISUAL Financials Application Global Maintenance window. For more information see your *Infor VISUAL Financials User’s Guide*.

What is Intrastat Tracking?

Intrastat Tracking is a method in which businesses track their international shipments and receipts of goods. Intrastat uses the Country IDs to track good movements, allowing only those goods that have been sold to outside countries to appear on the Intrastat report. For more information on the Intrastat report, refer to "Printing Intrastat Reports" in Chapter 19.

Enabling Intrastat Tracking

Use the Intrastat section of the Application Global Maintenance window in Infor VISUAL Financials to enable Intrastat and set Intrastat information. To view the Intrastat section, click the **Intrastat** tab.

To enable Intrastat, select the **Intrastat Support Enabled** check box in the Intrastat section of the Infor VISUAL Financials Application Global Maintenance window. Please refer to your *Infor VISUAL Financials User's Guide* for more information.

What is Multi-Currency and the Euro?

The Euro, or European Currency Unit is the planned common currency replacement for the European nations participating in the European Common Community. All participating nations will use the Euro currency.

Dual Currency Transactions

VISUAL enables the Financial system to be Euro compliant by tracking all transactions in at least two currencies for current customers operating in a country that is part of the European Common Community (ECC). European Monetary Union (EMU) countries can report in Euro or Native currency. For the customers operating in countries who have agreed to become members of the ECC, the Euro currency code and all Euro transactions effectively become the system currency, while the national currency becomes subordinate. To facilitate the transition to Euro, all transactions that post to the system posts in both system and Euro currency.

Note: *If your company operates in an ECC country you must set the database for the Euro currency first. After the Euro currency is created it must then be set as a "Tracking" currency. The final step is to set the system currency as a "Participant." After it is set, VISUAL instructs you to enter the one-time exchange rate for the Euro and legacy local currency.*

Maintaining Multiple Balances

VISUAL holds the **System** currency and if activated, **Euro** and **Tracking** currencies, with the ability to accumulate period balances by currency. Every transaction that enters the system must convert (and balance) to core currency. Core currencies are:

- ❒ System Currency
- ❒ Euro Currency (if a "tracking" currency) and
- ❒ Tracking Currency (for functional reporting)

Every transaction in the system must balance (double-sided entry) in each of the core currencies defined in the database.

Base Reporting Currency ID

With the introduction of the Euro, you should set the base reporting Currency ID as the Euro currency. If your company requires Euro compliance, VISUAL allows you to set the reporting preference in Application Global.

If Euro is invoked, customers and vendors may need to change their normal currency. VISUAL does not allow a change to a customer's or vendor's base currency when transactions are posted against the account. VISUAL has a transaction default field to override the system setting.

Refer to "Converting Your System Currency" to convert your system currency to another currency.

Converting Your System Currency

The Euro Conversion Utility converts all manufacturing-related financial/cost information to another currency based on a single exchange rate (supplied by the system or set by the user).

VISUAL created the Euro Conversion Utility (new for 6.2 version) in response to the European Monetary Union's requirements that all ECC (European Common Community) members must convert all currency to Euro currency by late July 2002. VISUAL, however, made this utility versatile so you can convert your system currency to any other currency, not just Euro currency. This may be necessary if your company is acquired by a company whose system currency is different from yours.

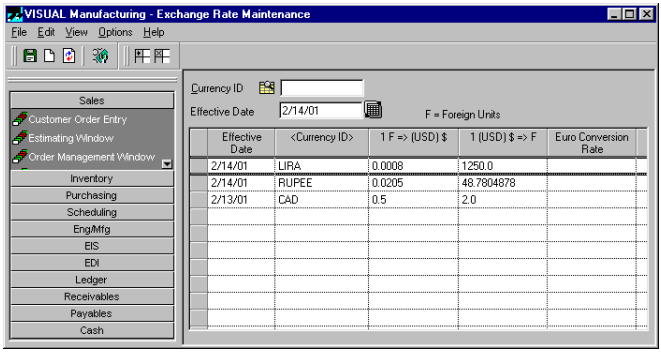
In order to convert your system currency to another currency, you must create the new currency in Exchange Rate Maintenance window and set it to a tracking currency. Refer to "Setting a Tracking Currency" later in this chapter for more information.

If you already have the currency you want to convert set as a tracking currency, refer to "Converting to a New System Currency" later in this chapter.

Setting a Tracking Currency

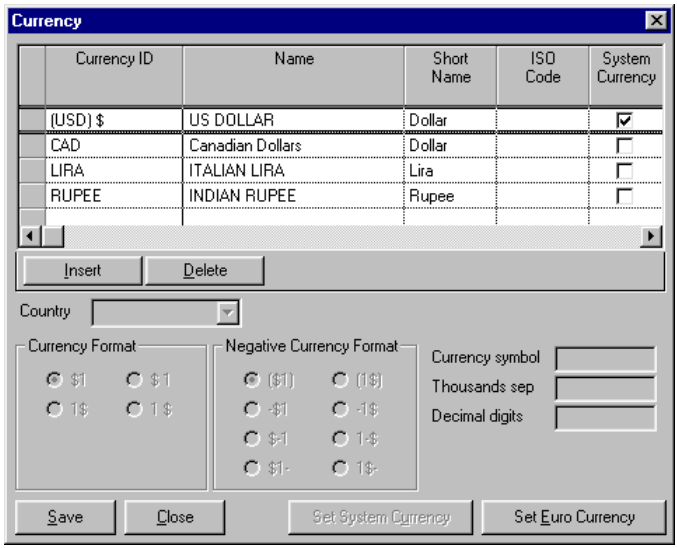
1. Select **Ledger**, **Currency Exchange Maintenance** from the Infor VISUAL Financials main menu.

   The Exchange Rate Maintenance window appears.



2. Click the **Currency Maintenance** toolbar button.

The Currency dialog box appears.



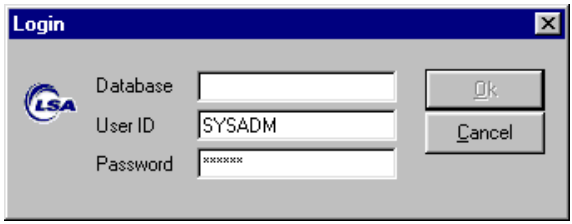
3. If the currency you want to convert to does not exist, click the **Insert** button to enter the currency. Refer to "Adding Currencies" in Chapter 15 of this manual.
4. Select the **Tracking Currency** check box in the Tracking Currency column.
5. To convert your system currency, see "Converting to a New System Currency" later in this chapter.

Converting to a New System Currency

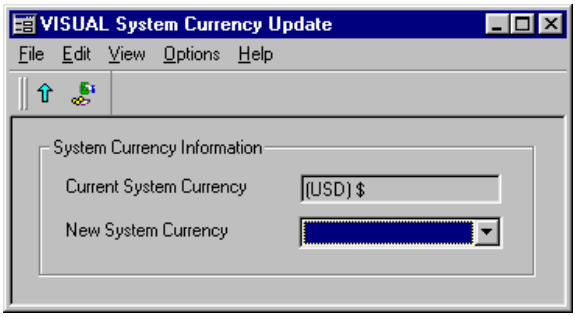
The Euro Conversion Utility is not accessible through the Infor VISUAL Financials main menu. This utility is located in the VMFG, VMFG62 file folder.

1. When you have found the VMFG62 file folder, double-click on the VCCURCHG.exe excecutable file. This file contains the Euro Conversion Utility.

   The Login dialog box appears.



2. Enter the database in the Database field, and any other pertinent information, then click the **OK** button.
The System Currency Update dialog box appears.



3. Click the down arrow beside the New System Currency field to select the new system currency.
The new system currency must exist in Infor VISUAL Financials as a tracking currency before it can be selected as a new system currency.

4. Click the **Set/Reset Exchange Rates** toolbar button to set the exchange rate for the new system currency before beginning the conversion, if necessary.

5. Click the **Start** toolbar button, or select **File**, **Start** from the menu to begin the conversion.

   VISUAL updates all manufacturing-related financial/cost information to the new system currency.

   To abort the conversion process, click the **Cancel** button.

6. When the conversion is complete, select **File**, **Exit** or click the **X** in the top right corner of the utility to exit the Euro Conversion Utility.

   Note: *The exchange rate you set using the Set/Reset Exchange Rates function in this utility is only applicable at the time of conversion. You must enter the effective exchange rate in the Exchange Rate Maintenance window for all future entries you create in system currency after you run the conversion.*

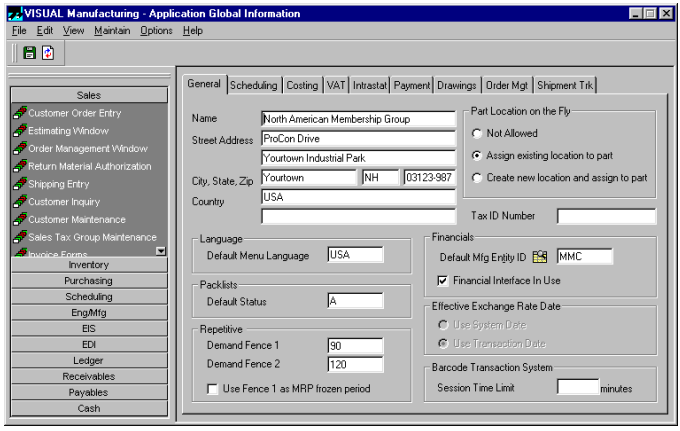
Selecting Costing Option as Default Exchange Rate Date for Currency Conversion

Use Infor VISUAL Financials Application Global Maintenance to set your currency conversion option to determine the default exchange rate to apply to currency transactions. You should set the Application Global settings as the transaction date. The application consistently applies the methodology to the operating environment in which your company does business.

Note: *Setting the Default Exchange Rate Date is a* ***one-time*** *setting for the database; be sure to select the best choice for your situation. After you make your choice and place any transactions against it in VISUAL, you* ***cannot*** *change the Exchange Rate.*

To access the Infor VISUAL Financials Application Global Maintenance window, select **Admin**, **Application Global Maintenance** from the Infor VISUAL Financials main menu.

The Manufacturing Application Global Maintenance window appears.



If necessary, click the **General** tab of the Infor VISUAL Financials Application Global Maintenance window to access the Effective Exchange Rate date setting.

In the **Effective Exchange Rate Date** group box, select the date setting by clicking on your choice, **Use System Date** or **Use Transaction Date**.

❒ **Use System Date** - When you select Use System Date as the Exchange Rate Date setting VISUAL uses the current system date as the base when applying the Exchange Rate to transactions.

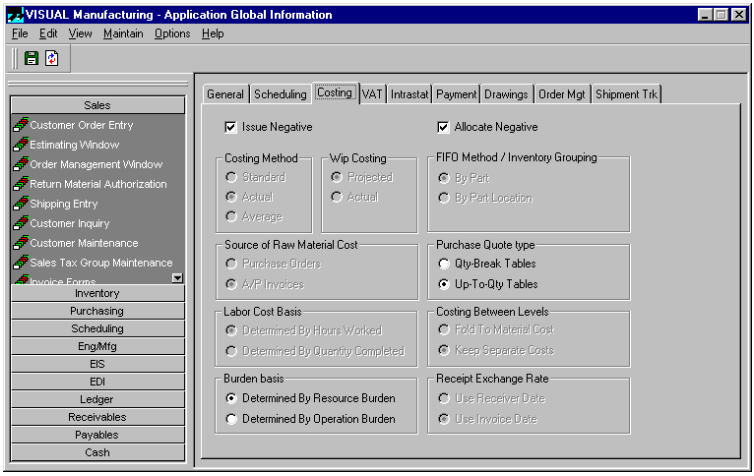
- **Use Transaction Date** - When you select Use Transaction Date as the Exchange Rate Date setting VISUAL uses the date of the transaction as the base when applying the Exchange Rate to transactions.

  By default, VISUAL sets the option to **Use Transaction Date.**

Setting Costing Attributes

Make selections to set your Costing attributes in the Application Global Maintenance window under the Admin menu, then click the **Costing** tab.

The Costing information on the Manufacturing Application Global Maintenance window appears.



Note: *Selecting these options, especially costing method, drastically affects how the costing portion of Infor VISUAL Financials operates. Before deciding on any of these, be sure to read the Costing chapter in this manual. Do not make a permanent selection here without fully understanding the implications; if you are unsure, contact your Sales Associate or Customer Support. After you implement transactions, you may not be able to change some of these options.*

Selecting a Costing Method

From the **Costing Method** group box, select the appropriate costing method (either **Standard**, **Actual** or **Average**) by clicking on the appropriate radio button. For more information, see Chapter 17.

- **Standard** - Standard Costing is the method of comparing predetermined estimates of cost to the actual expenditures for building or purchasing a product.
- **Actual** - Actual Costing is the method of using actual costs incurred to determine the cost to charge for building or purchasing a product.
- **Average** - Average Costing is the method of maintaining only one inventory per-unit price for each part held in inventory.

Selecting a WIP Costing Method

From the **WIP Costing** group box, select the appropriate WIP (Work-in-Process) costing method (**Projected** or **Actual**) by clicking on the appropriate radio button. For more information, see Chapter 17.

- ❒ **Projected** - Projected Costing in WIP is the method of comparing predetermined estimates of cost to the actual expenditures for building or purchasing a product.
- ❒ **Actual** - Actual Costing in WIP is the method of using actual costs incurred to determine the cost to charge for building or purchasing a product.

Selecting a FIFO Method

From the **FIFO Method/Inventory Grouping** group box, select the FIFO method (**By Part** or **By Part Location**) by selecting on the appropriate radio button. For more information, see Chapter 17.

- ❒ **By Part** - Select the FIFO method By Part to determine the schedule by part when building a product.
- ❒ **By Location** - Select the FIFO method By Location to specify the scheduling of work by part location when building a product.

Selecting a Source of Raw Material Costs

From the **Source of Raw Material Cost** group box, select the Source of Raw Materials by selecting on the appropriate radio button. This option only applies when using Actual costing, and controls the source of costs assigned to raw material inventory.

If you choose **Purchase Orders**, then VISUAL takes costs from the purchase order at the time of material receipt.

If you choose **A/P Invoices**, then VISUAL takes costs first from the purchase order, as an estimate, then updated from the invoice for the purchase, when VISUAL matches the receiver to the invoice.

Setting Purchase Quote Type

From the **Purchase Quote Type** group box, specify the Purchase Quote Type method (either Qty-break table or Up-to-qty table) by clicking on the appropriate radio button to affect the settings in Part Maintenance. You can specify vendor price quotes for a part by different quantity levels. Specify a series of quantity levels and prices. For more information see Part Maintenance in the Infor VISUAL Financials User's Guide.

- ❒ Quantity-Break Tables

If you select Quantity-Break Tables, the quantity levels are referred to as 'Quantity Breaks':

Use the default price as a default price for a minimum quantity. Set a default to cover the open end of the quantities — the high end.

❒ Up-To-Quantity Tables

When you select this option, the quantity levels are referred to as Up-To Quantities.

The default price, the lowest price available, given only when you purchase above a certain point, assumes the bulk purchase.

The best example that describes the Qty-break table and the Up-to-qty table follows.

VISUAL allows you to specify vendor price quotes for a part by different quantity levels. To do this, you specify a series of quantity levels and prices such as:

Quantity	Default Price
Quantity 1	Price 1
Quantity 2	Price 2
Quantity 3	Price 3
Quantity 4	Price 4

You can select the purchase quote type: either Quantity-Break Tables or Up-to-Quantity Tables.

Quantity-Break Tables

If you select Quantity-Break Tables, the quantity levels are referred to as 'Quantity Breaks' and the following rules apply:

This Price is Used	When		
Default Price 1	≤	Order Qty	< Qty. Break 1
Price 1 Qty. Break 1	≤	Order Qty	< Qty. Break 2
Price 2 Qty. Break 2	≤	Order Qty	< Qty. Break 3
Price 3 Qty. Break 3	≤	Order Qty	< Qty. Break 4
Price 4 Qty. Break 4	≤	Order Qty	

In this example, the default price is a default price for a minimum quantity, and Price 4 is used to cover the open end of the quantities — the high end.

Consider the following:

Default Price = $1.10

Quantity Break Price		Means
		1-99 are $1.10 each*
100	$1.00	100 - 199 are $1.00 each
200	$0.90	200 - 999 are $0.90 each
1000	$0.80	Over 1000 are $0.80 each

*the default price

Up-To-Quantity Tables

If you select this option, the quantity levels are referred to as Up-To-Quantities, and the following rules apply:

Price Used	When			
Price 1	1	≤	Order Qty	≤ Up-To Qty. 1
Price 2	Up-To Qty. 1	<	Order Qty	≤Up-To Qty. 2
Price 3	Up-To Qty. 2	<	Order Qty	≤ Up-To Qty. 3
Price 4	Up-To Qty. 3	<	Order Qty	≤Up-To Qty. 4
Default Price	Up-To Qty. 4	<	Order Qty	

Here, the default price, the lowest price available, given only when you purchase above a certain point, assumes the bulk purchase.

Consider the following example:

Default Price = $0.70

Up-To Qty.	Price	Means
100	$1.00	1-100 are $1.00 each
200	$0.90	101 - 200 are $0.90 each
1000	$0.80	201 - 1000 are $0.80 each
		Over 1000 are $0.70 each

Selecting a Labor Cost Basis

From the **Labor Cost Basis** group box, select the appropriate Labor Cost Basis (either Hours Worked or Quantity Produced) by clicking on the appropriate radio button.

The Labor Costs Based On option controls how labor costs are calculated. It is only active when using Standard costing.

- ❒ **Hours Worked** - Select this option to calculate the hours reported by on a labor ticket by the standard cost of the operation.
- ❒ **Quantity Completed** - Select this option to calculate quantity completed for an operation by the standard cost per unit for the operation.

Selecting Costing Between Levels Methods

From the **Costing between Levels** group box, select the appropriate Costing between Levels Method (either Fold to Material Cost or Keep Separate Costs) by clicking on the appropriate radio button.

In Infor VISUAL Financials there are four cost categories: Material, Labor, Burden, and Service. Purchased materials effect only the Material category, while internally fabricated parts incur costs in all four categories. This option controls how costs are passed between levels when one fabricated part is used as a material requirement in another.

- ❒ **Fold to Material Cost** - Select this option to calculate Material, Labor, Burden and Service costs of an internally manufactured intermediate to sum to the material costs when it is required in another fabricated part. From a cost point of view, this makes a part you manufacture look essentially like a purchased part — when it is required in another product, the cost is counted as material cost.
- ❒ **Keep Separate Costs** - Select this option to calculate Material, Labor, Burden, and Service costs of an internally manufactured intermediate part contribute to those individual categories in parent assemblies. From a cost point of view, this counts labor and burden associated with fabricating the intermediate look like part of the labor and burden costs for the entire product.

Consider this example, where Fabricated Part B requires Fabricated Part A.

	Material	Labor	Burden	Service
Cost Totals for Fabricated Part A	250	500	200	50
Cost Totals for Fabricated Part B	100	100	100	100

(Not including costs of Part A)

	Material	Labor	Burden	Service
Totals for Part B Including Part A				
(With) Keep Separate Costs	350	600	300	150
(With) Fold to Material Cost	1100	100	100	100

With Keep Separate Costs, each column is simply added together individually.

With Fold to Material Costs, all costs of Part A are totaled (250+500+200+50=1000), and this total is added to the material cost only of Part B (100+1000=1100).

Selecting a Burden Basis

Select the appropriate Burden Basis method (determined by resource burden or by operation burden) by clicking the appropriate radio button.

Choose from **Determined By Resource Burden** or **Determined By Operation Burden**.

Selecting a Receipt Exchange Rate

Select the appropriate Exchange Rate for tracking the inventory as applied to the invoice (either **Use Receiver Date** or **Use Invoice Date**) by clicking the appropriate radio button.

- ❒ The **Use Receiver Date** option instructs VISUAL to establish inventory values by the receiver date.
- ❒ The **Use Invoice Date** option instructs VISUAL to establish inventory values by the invoice date.

See the Costing Tools chapter for more information on costing.

Setting up Language Forms

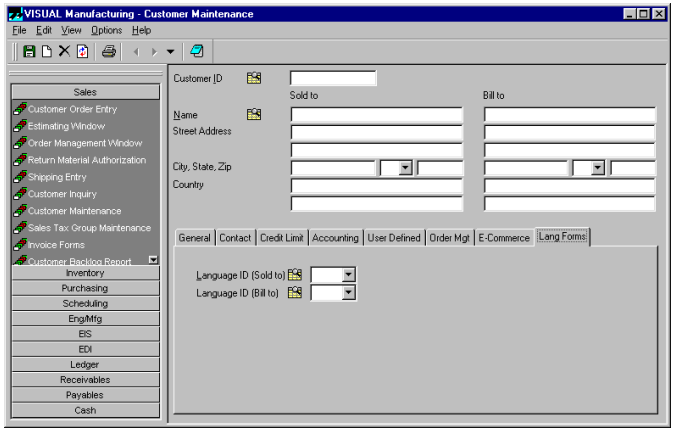
Creating Language Forms allows you to print invoices and other correspondence to customers in their foreign language. In order for Language Forms to function properly, you must enter information in four different areas of VISUAL.

First you must create and assign the language(s) you want to use to a customer, then assign the language(s) you want to use to the parts the customer orders. After these are completed, you can then add a language form in the language(s) you want to print to the VISUAL database. Each procedure is described in the steps below.

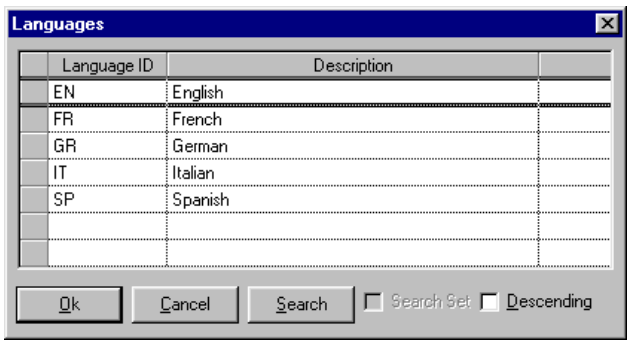
Creating a Language

1. Select **Receivables**, **Customer Maintenance** from the VISUAL main menu.

   The Customer Maintenance window appears.



2. Select **Edit**, **Languages** from the menu.
   The Languages dialog box appears.



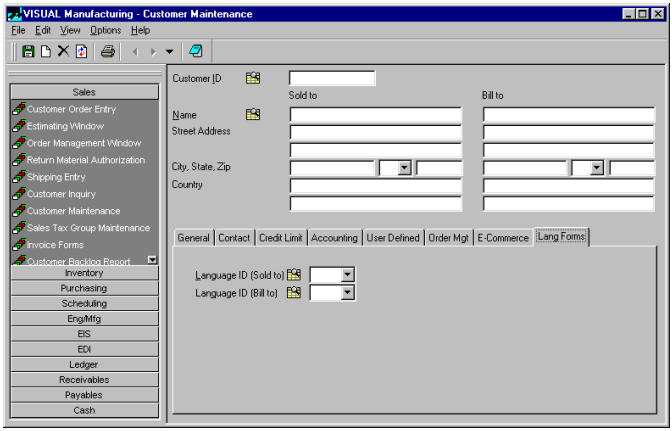
3. Click the **Insert** button to create a language.
4. Enter an ID in the appropriate cell under the Language ID column.
5. Enter a description for the Language ID under the Description column.

   You can also use the **Copy** and **Paste** buttons to quickly duplicate a language description, and the Delete button to delete any languages that are no longer associated with a customer.
5. Click the **Save** button to save your changes.

Adding a Language to a Customer

1. From the Customer Maintenance window, click the Lang Forms tab.

   The Lang Forms information appears.

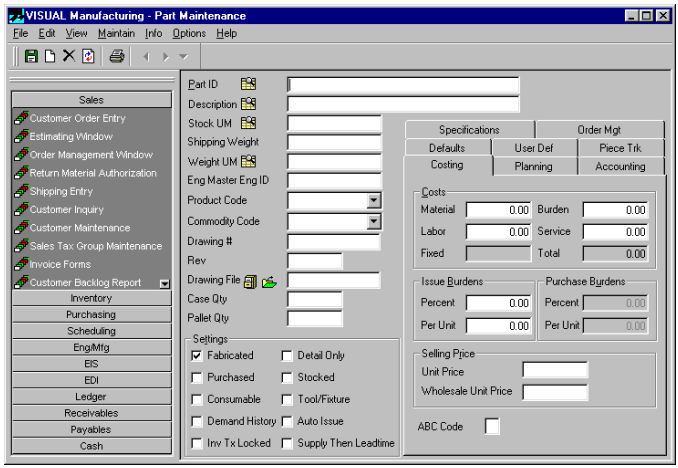


2. Click the down arrow beside the Language ID (Sold To) field to select the language you want to assign this customer from the list.
3. Click the down arrow beside the Language ID (Bill To) field to select the language you want to assign this customer from the list.
4. Select the **Save** toolbar button.
5. Click the **X** to close the window, or select **File**, **Exit** from the menu.

Adding a Language to a Part

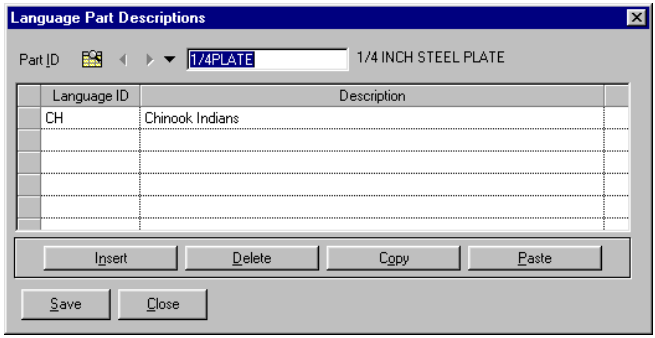
1. Select **Inventory**, **Part Maintenance** from the VISUAL main menu.

The Part Maintenance window appears.



2. Select the **Browse** button beside the Part ID field to select the Part ID from the list, or enter the Part ID in the field provided.
3. Select **Maintain**, **Language Descriptions** from the menu.

   The Language Part Description dialog box appears.



4. Click the **Insert** button to assign a language to the selected part.

   VISUAL selects the next row and a down arrow with the list appears in the Language ID column.
5. Select the Language ID you want to assign to this part, then press the **Tab** key.
6. Enter a description for the Language ID in the appropriate field.
7. To assign additional languages to this part, repeat steps 4 through 6.

   Use the **Copy** and **Paste** buttons to quickly duplicate information, and the **Delete** button to delete languages that are not longer used by this part.

8. Click the **Save** button.
9. Click the **Close** button to exit this dialog box and return to the Part Maintenance window.

EDI 820

Note: Please read the sections in the VMDI Users Manual concerning the VMDI Generate and Exchange programs prior to first use.

The EDI menu contains three applications that allow you to import, export, and process data into VISUAL as well as create layouts needed to process data properly.

You can import 820 Cash Receipts into Infor VISUAL Financials using the VMDI Cash Applications Processor window.

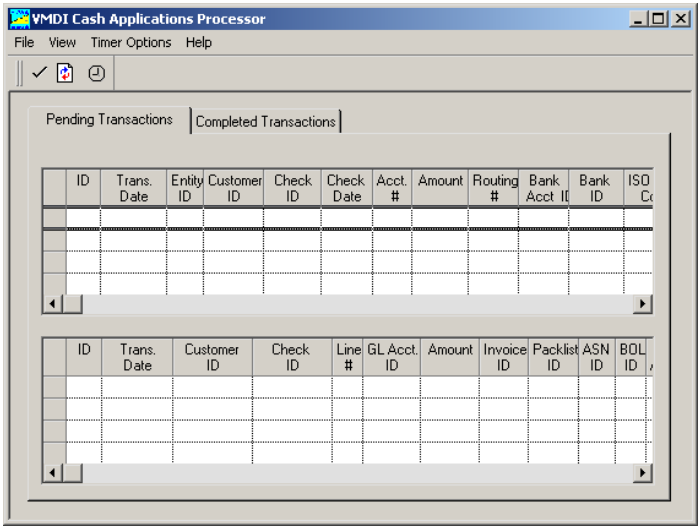
Before using the Cash Applications Processor, your EDI Trading Partner must provide you with a list of fields for transmitting your cash receipts using the EDI Mapper . After your mapper has received the information, use VISUAL's VMDI Generate program to create a VMDI layout. This creates an EDI translation map that the mapper uses to translate the inbound 820 EDI data into a file that you can import into Infor VISUAL Financials. Refer to your *Infor VISUAL Financials User's Manual* or online help for information on the VMDI Generate program.

Note: To use the VMDI Cash Applications Processor, you muse have EDI enabled within VISUAL. See your system administrator, or contact Sales Associates for information.

Accessing the VMDI Cash Applications Processor

From the VISUAL main menu, select **EDI**, V**MDI Cash Applications Processor**.

The VMDI Cash Applications Processor window appears.



Using the VMDI Cash Applications Processor

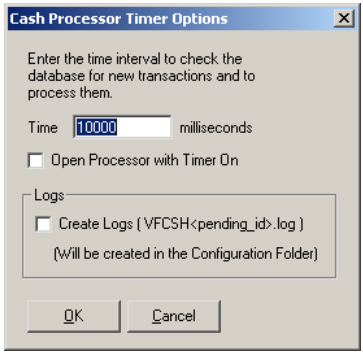
1. Access the VMDI Cash Applications Processor from the EDI menu on the Infor VISUAL Financials main menu bar. The processor allows you to either process all transactions in both the VMDI_CSH_HDR and VMDI_CSH_LINE tables based on a timer setting, or process each transaction individually.
2. Select the appropriate processing selection, either by timer or by pending record. To select by timer, use the Timer Options. To process individual records, select the header and its associated line items, then select **File**, **Process Selected Row**.

   The VMDI Cash Applications Processor launches the VISUAL Cash Application program for each record processed. View the processed records on the Completed Transactions tab on the Processor. You can now launch your A/R Cash Application function, view the appropriate Payment ID, and see that the payments have been applied to your invoices.

   All processed transactions will appear in the Cash Application program with a payment method of "Export" but will be otherwise indistinguishable from manually entered transactions.

Setting Timer Options in the Cash Applications Processor Window

1. Set Timer Options for the VMDI Cash Applications Processor by selecting **Timer Options**, **Set Timer Period**.
   The Cash Processor Timer Options dialog box appears.



2. Enter the process interval, in milliseconds, in the Time field. This is the amount of time that VISUAL passes between each verification of your database.

3. Select the **Open Processor with Timer On** check box if you want the VMDI Cash Application Processor to start with the timer automatically activated. VISUAL uses the elapsed time value from the Time field.
4. Select the **Create Logs** check box if you want import logs to be created for each record. It is recommended that you create these logs.
5. Click **OK** to save the Timer Options or click **Cancel** to exit the Timer Options dialog without saving changes.

VMDI Cash Applications Processor Logs

It is recommended that you enable automatic log creation for the VMDI Cash Application Processor. In the event that the Processor encounters an error, VISUAL automatically writes the information to an error log to let you know what went wrong.

VISUAL stores the error log in a file named VFCSHERROR.LOG. You can find this file on your system in the directory where your .ini files are located.

As part of your normal processing procedure, it is recommended that you look at the error log after each import run. The Processor creates one log per pending record, so you may want to monitor the size of these files and take appropriate action. As part of a backup procedure, you may want to back up your log files and delete them from your system to save hard disk space.

If the Amount listed in the HDR record of your CSH VDI file does not match the sum of the amounts in the LIN records associated with that HDR, then that transaction is not processed into VISUAL. You must find and correct the discrepancy before the transactions can be processed.

If the LIN amount in the VDI file is greater than the payment balance of the invoice amount in VISUAL, then the transaction the Amount from the LIN is created as an unapplied credit memo for the customer. You must find the reason for the discrepancy and manually apply as necessary.

VMDI Cash Applications Processor Tables

VMDI Cash Applications Processor tables include the same types of information on each tab. The top and bottom tables, however, differ from each other. The table columns include:

Top: **ID, Trans Date, Entity ID, Customer ID, Check ID, Check Date, Acct #, Amount, Routing #, Bank Acct ID, Bank ID, ISO Curr. Code, Currency ID, Deposit ID, Sell Rate, and Buy Rate.**

Bottom: **ID, Trans. Date, Customer ID, Check ID, Line #, GL Acct ID, Amount, Invoice ID, Packlist ID, ASN ID, BOL ID, Disc. Applied, Reference, Sell Rate, Buy Rate.**

Creating a QRP File

Use your Centura Report Builder or Centura Quest software to copy and rename the report file(s) you want to the language you request. Refer to your *Centura Book Reference Manuals* on CD-ROM for more information.

What are Report Format File Overrides?

All VISUAL reports and forms are based on a technology that allows the format of a report to be separated from its contents. This is done by storing each report layout in a separate file; called a report template. When VISUAL prints or displays a report, it references the template file. VISUAL provides the report data as needed, and the template file specifies how to arrange it.

These template files normally have a file extension of .QRP, and are sometimes referred to as QRP files. You can edit these files, using the Quest Reporter tool, which is available with Infor VISUAL Financials.

Report templates are based on a set of predefined inputs. Each input is an item of data — a number, string, date, or other object. You cannot change these inputs because the VISUAL programs must be created to prepare and pass those specific data items to the report. However, you can change which ones appear and which are hidden, including their font, size and text formatting, and paging behavior. You can add other static text, such as your company name and logo. You can set page sizes and margins. You can also create complex formulas combining existing data items. For example, if two numbers are passed in, you can show their sum, difference, average, etc. Capabilities are extensive; these are just a few examples. See your Quest documentation for full details.

VISUAL provides standard QRP files. You may decide not to change the standard report if it shows all the information you need in a reasonable format. There may be other forms that you want to customize. For example, invoices, acknowledgments, and other outgoing forms to suit your individual needs. If you are using preprinted forms, you may want to adjust the template to print in the appropriate areas.

VISUAL stores the standard QRP files in the same directory as the VISUAL programs. The names of the template file for each report or form are listed near the end of the chapter for each application. Another way to quickly find the name of a QRP file is to run the specific report using the View option on the specific module. The QRP file name shows in the View window's title bar. For example, the Aged Accounts Receivables form is VFARIRP1.QRP.

Managing the customization of report templates

There are two methods of managing the customization of report templates:

Modify the Standard QRP File - To customize a form, you can simply modify the standard QRP file as described above. If you change the file in the VISUAL program area, you modify the form for all users. If you use this method, you should make a backup copy of the original, for reference purposes.

You can also copy the standard QRP file, and move it directly to a user's workstation.

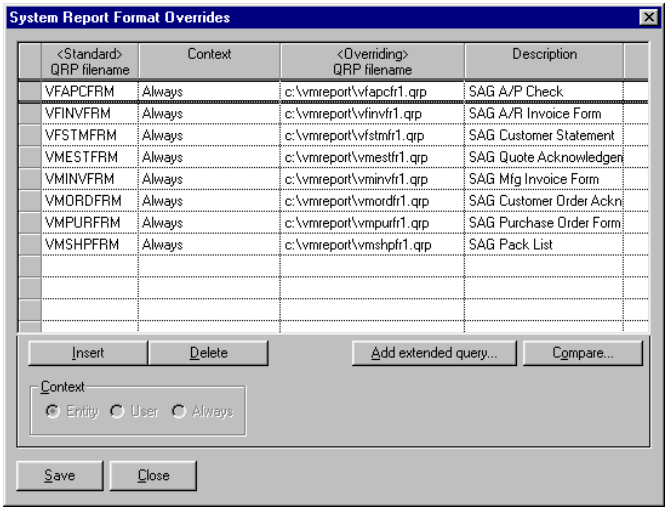
Use Report Format Overrides - Report Format Overrides allows customization of forms on a system-wide and user-specific basis. Rather than changing the standard files, you can instruct VISUAL that an override exists, and specify the path to that file. This makes the process much easier to manage; when you upgrade your software, you do not need to worry about overwriting your customized forms. The remainder of this section covers the use of this option.

Defining Report File Overrides

To customize reports using report format file overrides you must first be logged in as the system administrator. Then perform the following:

1. Select **Report Format File Overrides** from the Maintain menu.

   The Report format File Override dialog box appears.



   The table shows one line for each QRP file for which you are specifying an override.

2. Click the **Insert** button to add a new line to the end of the table.
3. Enter the name of the standard QRP file in the <Standard QRP> column.

   You can also select the file name by double-clicking on the Standard QRP Filename column header. A Windows file browser appears, with the directory set to the VISUAL directory. Double-click on the appropriate file, or select it and click the **Ok** button.

   Remember, if there are two report sequences, or if there is a detail and summary report, there may be more than one file that you need to override.

   You do not need to put the .QRP extension on the filename — all standard report templates have this extension.
4. Select the appropriate Override Context radio button.

   There are three possible override contexts:

   Always - This override applies to all users, unless the user has a User level override for the same file.

   Entity-specific reports take precedence against those defined for Always.

   For example, you might change the Aged Receivables report to suit it to your company's business. You create the new file (see below), and specify an **Always** context. Then, a specific user in purchasing requests some special changes. You can create a custom version for that user, and specify a **User** override for the same report. All users but this one will get the company-specific override you created.

   User - This override applies to a specifically named VISUAL user.

   If you select this context, a User ID field appears for you to enter the User ID for any VISUAL user as defined when implementing the New User option in the Admin menu. When you click on **Save**, the Context field displays **User ID:** followed by the user you specified.

   Entity - This context only applies to customer order acknowledgments and to invoices, and specifies that the override only applies to one financial entity.

   When you select override context, the Entity ID field appears for you to specify the entity. When you **Save**, the override context field displays Entity: followed by the entity you specified.
5. Specify the Overriding File Name and Description. Specify the location and name of the customized override file with which you want to replace the standard.

You can type in the path and filename, or double-click on the column header to use the Windows file browser.

Note that, while the standard file is only referenced by name, you must specify the full directory path to the override file. This is because VISUAL knows the path to the standard files.

Do NOT put your customized files in the VISUAL program directory. Although VISUAL supports this procedure, it partially defeats the purpose of the feature: to allow you to manage these files separately. Create a separate directory area specifically to keep these override files. You may want to create a directory where the Always override files are, and then create sub-directories for each user's overrides, if applicable.

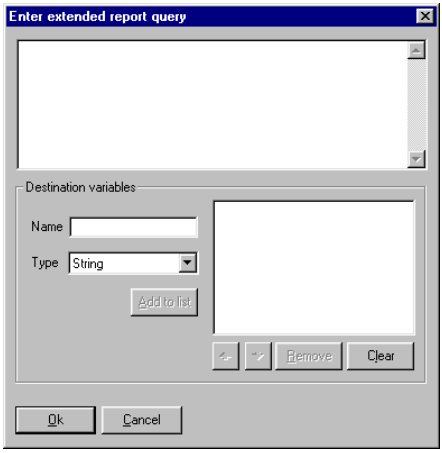
If the file you specify does not exist, VISUAL asks whether you want to copy the standard. If you have not actually performed the customization, select this option to create the initial form to customize.

You can also specify a Description for the override.

6. Enter as many override lines as you need in the Report Format File Override table.

7. You can enter an extended report query for the overriding QRP file by clicking the **Add Extended Query** button.

   The Enter Extended Query dialog box appears.



8. Enter a SQL statement in the multi-line text field.

You need to create an SQL statement to retrieve the data. For example, the following SQL statement will select the information stored in the column BACKFLUSH_WHS_ID in the Part table:

SELECT BACKFLUSH_WHS_ID FROM PART WHERE PART.ID = :PART_ID

Notice the period (.) between **PART** and **ID** and the colon (:) after the equal sign (=). Syntax is important when entering SQL statements; be careful when entering them.

9. Enter the destination variable in the Name field.

   Use the double arrow button to the right of the field to move the name to the variable field on the right. This name also appears on the list of inputs for the QRP file.

10. From the Type drop down box, select the appropriate type for each variable.

    You can select **String**, **Date/Time**, or **Number**.

11. Click the **Save** button to save the override information.

    VISUAL saves Report format file overrides in the database, so they are specific to the database in which you are working. All go into effect the next time you run the report.

    You can delete an override by simply selecting its line, pressing **Delete** to mark the line, and then pressing **Save**.

Chapter 4

Concepts and Common Features

Introduction

Infor VISUAL is a sophisticated, comprehensive software system that helps you run every facet of your business. Your unique business practices demand that VISUAL be adaptable to diverse business environments.

This guide contains information on the general principles and common features of the VISUAL user interface. Because of the complexity of installing software and setting up your database, this guide does not cover these two processes. Your Infor Partner can help you design an implementation plan that ensures your maximum return from Infor VISUAL Financials.

Before you start using your Infor VISUAL Financials system, take some time to read through the rest of this guide and the online user guides included on the Documentation disc. This documentation will provide you with a solid foundation for working with your VISUAL products.

You should be familiar with Microsoft® Windows® terminology and procedures before using your VISUAL system. For more information on Windows terminology, refer to your Windows documentation or Microsoft's web site.

Using VISUAL Documentation

All VISUAL products come with an extensive Help system and user's guide.

Help Systems – A key component of the VISUAL product set is a comprehensive Help system that covers all aspects of the core manufacturing and financials functionality. Access the Help system from the Help menu or by pressing F1.

Online User Guides – Online user guides are Adobe® Reader® .pdf files that you can navigate by means of bookmarks and links. You can access these publications by selecting **Online Books** from the Help menu.

Documentation Availability

You can find the following documentation on the Infor Documentation disc included with your Infor application package:

- ❒ Getting Started Guide
- ❒ Getting Started Guide – Global Financials, Time & Attendance, Centralized Order Entry
- ❒ User's Guide – Infor VISUAL Financials
- ❒ User's Guide – Infor VISUAL Financials
- ❒ Administrator's Guide
- ❒ Release Notes

Downloading Documentation

Infor Global Solutions maintains a full set of current documents on the www.lsagateway.com website.

To access the Documentation folder, point to the **Knowledge Center** link and click the **FTP File Directory** link.

To access the directory you must enter your Customer Name and Password.

Using this Guide

The *Infor VISUAL Financials Getting Started Guide* explains the basics of Infor VISUAL, how to complete set up procedures, and how to start some of the various applications that run within the system.

Before using VISUAL, you should become familiar with the various software components, how they work and how they fit with other components. You should also learn how to enter information into the various fields of each window.

Guide Conventions

This *User's Guide* uses the following text conventions:

Numbered instructions – Indicates a series of instructions you must follow. If you are new to VISUAL, you may find it easier to enter information in the order in which it appears in the documentation. When you become more familiar with Infor VISUAL Financials products and the they way they work, there are many keyboard and button shortcuts you can use to speed the input of data.

Bold text – Indicates menu and button selections.

Courier text – Indicated text you actually enter.

For example, enter: **`C:\VMFG652\VF.exe`**.

Caution

Cautions appear in the online user guides to indicate that a specific procedure could permanently alter your database. The Caution message explains the consequences of continuing with the procedure. You should seriously consider the consequences of the action before continuing.

Using Infor VISUAL Financials Help Files

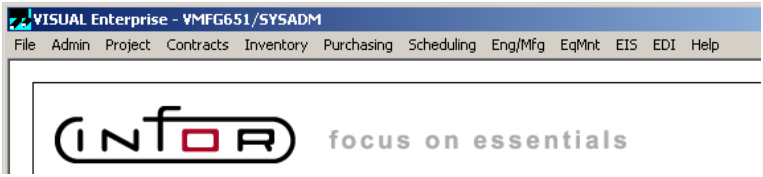
VISUAL comes with an extensive Help system. VISUAL Help features:

- ❒ An easily navigable Contents appearing in the left side of the Help window.
- ❒ A full Index allowing you to open topics from an alphabetical list.
- ❒ A search function allowing you to search for any word appearing in the text of the Help file.

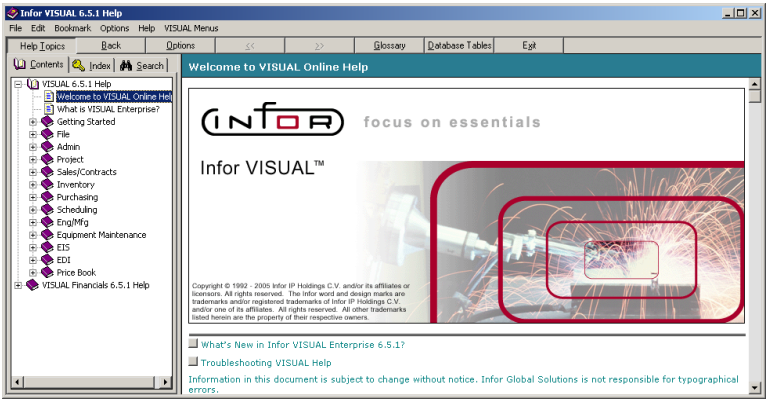
VISUAL Help systems are context-sensitive. This means that when you access Help from any window other than the VISUAL main window, the Help system automatically opens the topic relevant to the current window.

Accessing Help Files

To access the online Help system from the VISUAL main window, select **Index** from the Help menu or press the F1 key.


VISUAL Enterprise - VMFG651/SYSADM
File Admin Project Contracts Inventory Purchasing Scheduling Eng/Mfg EqMnt EIS EDI Help
focus on essentials

To access the online Help system from all other VISUAL windows, select **Help Topics** from the Help menu or press the F1 key.



Navigating Help

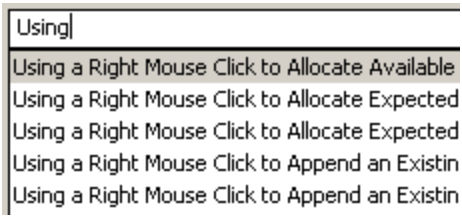
The Contents tab, in the left pane of the Help window, appears as a set of books you can open to view related topics. Double-clicking on a book icon—or clicking the **Plus** icon—expands that book to reveal the individual topics and other books it contains. For example, double-clicking the **Getting Started** book reveals its two topics and the Concepts and Common Features book.

To open a topic, click the topic name. The topic appears in the right pane.

To close a book, click the **Minus** icon to the left of its name.

Using the Index Tab

The Index tab contains an alphabetical listing of keywords within the Help system. Because the Index tab contains a vast number of topics, you may find it helpful to type the first few letters of the subject you want to find. As you continue to type, the Help file populates the topic list with the topics that match what you typed. For example, if you enter **`Using`**, the topics starting with the word "Using" appear in the pane.


Using
Using a Right Mouse Click to Allocate Available
Using a Right Mouse Click to Allocate Expected
Using a Right Mouse Click to Allocate Expected
Using a Right Mouse Click to Append an Existin
Using a Right Mouse Click to Append an Existin

To select a topic from the Index tab, click on the index entry in the list. The selected topic appears in the help window.

Using the Search Tab

The Search tab allows you to search for individual words or phrases that appear in the body of any topic.

To use the Search feature:

1. Click the **Search** tab.

   The first time you click the **Search** tab, the Help system guides you through the creation of a word database it will use for your searches.

2. In the **Type the word(s) you wish to find** field, enter the words for which you want to search.

   In the **Select matching words to narrow search** list, the words or phrases that match your search criteria appear. In the **Choose topic to display** list, all topics that contain your search words appear.

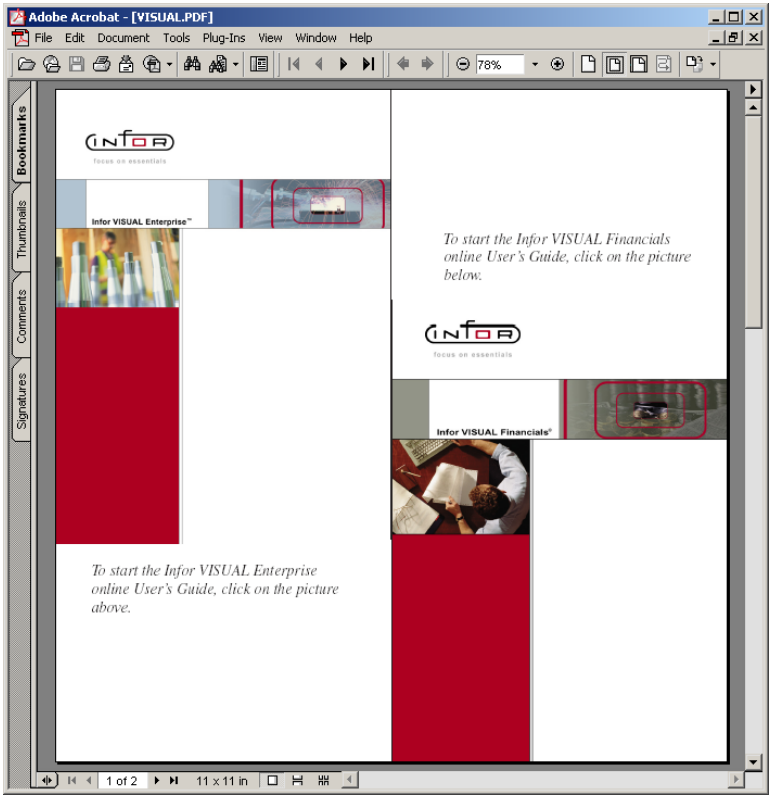
3. From the topics listed in the **Choose topic to display** list, select the topic you want to view.

   If you want to narrow the number of topics appearing in the Choose topic to display list, click on the appropriate match in the Select matching words to narrow search list.

Using VISUAL Online Books

To view either the Infor VISUAL Financials or Infor VISUAL Financials online manual from the main VISUAL program, select **Online Books** from the Help menu, or press the F3 key.

You can also start Adobe Reader and open the **VISUAL.pdf** file from the File menu. If you have a standard VISUAL install, you will find the online user guide files in the same directory as your VISUAL executables. For example, if VISUAL runs from C:\VM652, you can find VISUAL.pdf in the same directory.


Adobe Acrobat - [VISUAL.PDF]
File Edit Document Tools Plug-Ins View Window Help
78%
Bookmarks
Thumbnails
Comments
Signatures
Infor VISUAL Enterprise™
To start the Infor VISUAL Financials online User's Guide, click on the picture below.
Infor VISUAL Financials®
To start the Infor VISUAL Enterprise online User's Guide, click on the picture above.
1 of 2
11 x 11 in

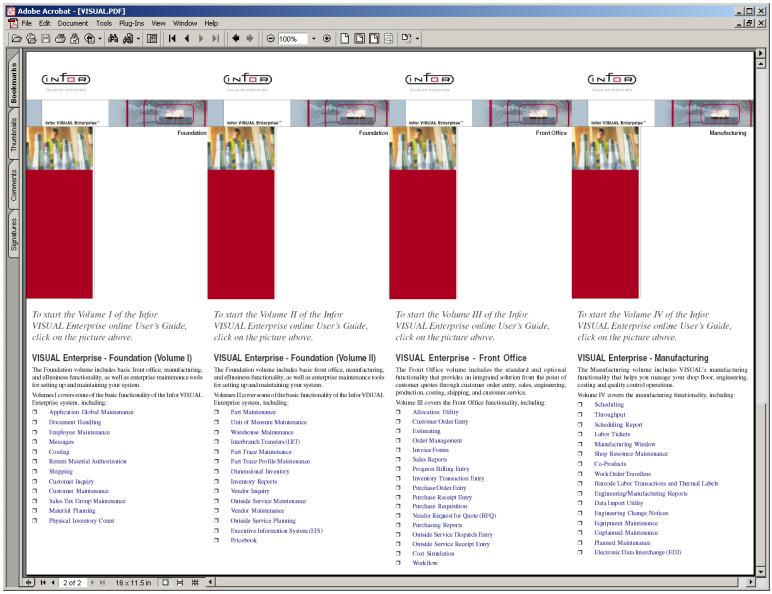
If you do not have Adobe Reader installed, an error message appears informing you to install the Adobe Reader program.

Go to http://www.adobe.com/products/acrobat/readstep2.html to download a free copy of Adobe Reader.

For your convenience, a copy of Adobe Reader is included on your VISUAL installation disc.

To view the *Infor VISUAL Financials User's Guide*, click the **Infor VISUAL Financials** graphic.

A second page appears, allowing you to link directly to the topic of your choice.


Adobe Acrobat - [VISUAL.PDF]
File Edit Document Tools Plug-Ins View Window Help
Bookmarks
Thumbnails
Comments
Signatures
Foundation
Foundation
Front Office
Manufacturing
To start the Volume I of the Infor VISUAL Enterprise online User's Guide, click on the picture above.
To start the Volume II of the Infor VISUAL Enterprise online User's Guide, click on the picture above.
To start the Volume III of the Infor VISUAL Enterprise online User's Guide, click on the picture above.
To start the Volume IV of the Infor VISUAL Enterprise online User's Guide, click on the picture above.
VISUAL Enterprise - Foundation (Volume I)
VISUAL Enterprise - Foundation (Volume II)
VISUAL Enterprise - Front Office
VISUAL Enterprise - Manufacturing
2 of 2
16 x 11.5 in

If you want to open a particular volume, click on the appropriate graphic. If you are interested in a particular subject, you can click on a chapter name and the volume opens at the correct chapter. For example, if you are interested in Sales Reports, click on **Sales Reports** to view that chapter.

Using Bookmarks

When you open a VISUAL online user guide, the front cover appears with a set of Bookmarks in the left pane. The bookmarks are a list of the guide's contents and remain in the left pane regardless of the page you are viewing.

If you want to hide the bookmarks, click the **Show/Hide Navigation Pane** button on the toolbar.

Using Links

All VISUAL online user guides have a traditional Table of Contents and Index. Each entry in the Table of Contents and Index includes a link that, when clicked, opens the topic in the right pane.

To use a link, click within the gray box and the appropriate page appears. Unlike Bookmarks, the Table of Contents closes and you must use the **Go To Previous View** button on the toolbar to navigate back to the Table of Contents.

Dynamic Field Validation

VISUAL uses dynamic field validation for the data you enter. VISUAL checks the information you entered when you exit the field, rather than checking all of the information you entered in the window at the time you click the **OK** button or select **Save** from the File menu.

For example, in Customer Order Entry you can specify a standard discount code, which you must have previously defined in Customer Maintenance. If you manually entered an invalid discount code, an error message appears when you try to leave the field.

With dynamic field validation, you must correct the error before proceeding to the next field. VISUAL makes you aware of mistakes as you make them, saving you the time and inconvenience of finding and correcting mistakes at the end of the entry process.

VISUAL Navigation Controls

When using Infor VISUAL Financials, it is important that you can effortlessly and efficiently navigate through the windows in which you work. VISUAL provides several different methods of navigation to accommodate individual user styles and levels of expertise.

VISUAL Toolbars

Infor VISUAL features simple navigation controls and convenient dockable toolbars. By repositioning these toolbars or allowing them to remain independent of the window (known as “floating”), you can tailor the appearance of a window to your individual preferences.

All Infor VISUAL toolbars contain buttons allowing you to perform some of the more basic VISUAL functions, such as **Save**, **Refresh**, and **Print**, with a single click.

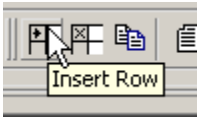
You can drag personal toolbars so they float over the window or dock them so they appear at the left, right, bottom, or top of a window.

Typically, maintenance windows have fewer buttons because you most often use these windows to enter, maintain, and report basic enterprise information. Entry windows, such as Customer Order Entry, have two toolbars, one for basic functions and one for more advanced operations.

ToolTips in Toolbars

All buttons on toolbars feature ToolTips. ToolTips are mini pop-up windows that describe the function of the particular button to which you are pointing.

If you rest the cursor on a toolbar button without clicking it, the appropriate ToolTip automatically appears.



VISUAL features three types of toolbars:

- ❒ Main toolbars
- ❒ Advanced toolbars
- ❒ User toolbars

Main Toolbars

A typical basic toolbar consists of functions such as:

Save, **New**, **Delete**, **Refresh**, and **Print**.

Some toolbar buttons are common to nearly every VISUAL window. They are shortcuts for options found mostly under the File, Edit, and Notes menus. These common buttons allow you to perform such basic but important tasks as saving, deleting, clearing, printing, and refreshing.

Advanced Toolbars

Advanced toolbars also feature some common buttons, but tend to hold more specialized, application-specific buttons. Because table toolbars are specific to VISUAL tables, they are good examples of advanced toolbars.

A typical advanced toolbar consists of functions such as:

New Line Item and **Delete Line Item**.

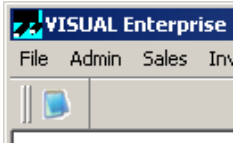
User Toolbars

You can use User toolbars to start any valid application or Macro; you are not limited to VISUAL applications. For example, if you are setting up a toolbar to use in Customer Order Entry, you may want to include Customer Maintenance along with Windows Notepad or Calculator.

Setting Up User Toolbars

By including the **UserToolbar=Y** setting in your VISUAL.ini file, a toolbar appears in the VISUAL main window. You can customize the buttons appearing in the toolbar to open any application you want.

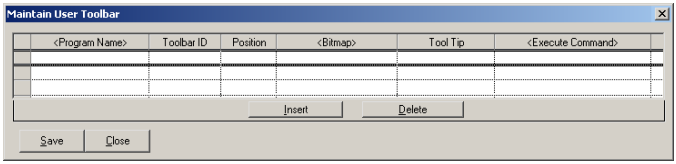
The toolbar does NOT appear until you add at least one button to the command list.



To set up a user toolbar:

1. Select **Maintain Toolbar** from the Admin menu of VISUAL's main window.

   The Maintain Toolbar dialog box appears.

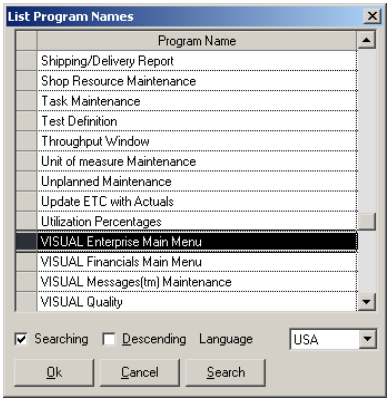


2. Click the **Insert** button.

   The first available row in the table appears highlighted.

3. Double-click the **<Program Name>** row header.

   The List Program Names dialog box appears.



4. Select the VISUAL program name on which you want the toolbar item to appear and click the **OK** button.

   If you want this toolbar to appear in more than one window, you must set up a separate toolbar for each program

5. Click in the following columns and enter the appropriate information:

   Toolbar ID – Enter a unique identifier for this toolbar.

   Position – Enter the position number from 1–20 where you want VISUAL to place the button. VISUAL allows up to 20 buttons on each toolbar.

   ToolTip – Enter a short tip that appears when you hover over the button.

6. Double-click the **<Bitmap>** column header, select the bitmap you want to use for the button on the toolbar and click the **Open** button.

   Buttons must be approximately 16 pixels square in order to fit on the toolbar.

7. Double-click the **<Execute Command>** column header, select the program you want to start and click the **Open** button.
8. Click the **Save** button.
9. After setting up your toolbars, click the **Close** button.

   The toolbars you set up do not appear until you start VISUAL again.

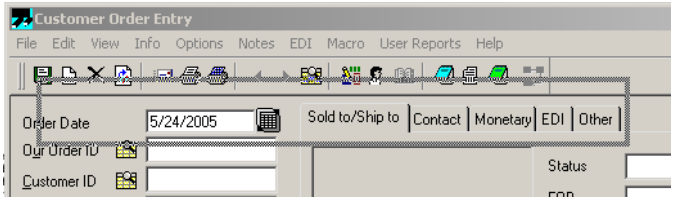
Arranging Toolbars

You can arrange toolbars so they reside on any of the four sides of a VISUAL application or float independently on top of the window. By default, toolbars appear at the top of the window.

Toolbar Gripper

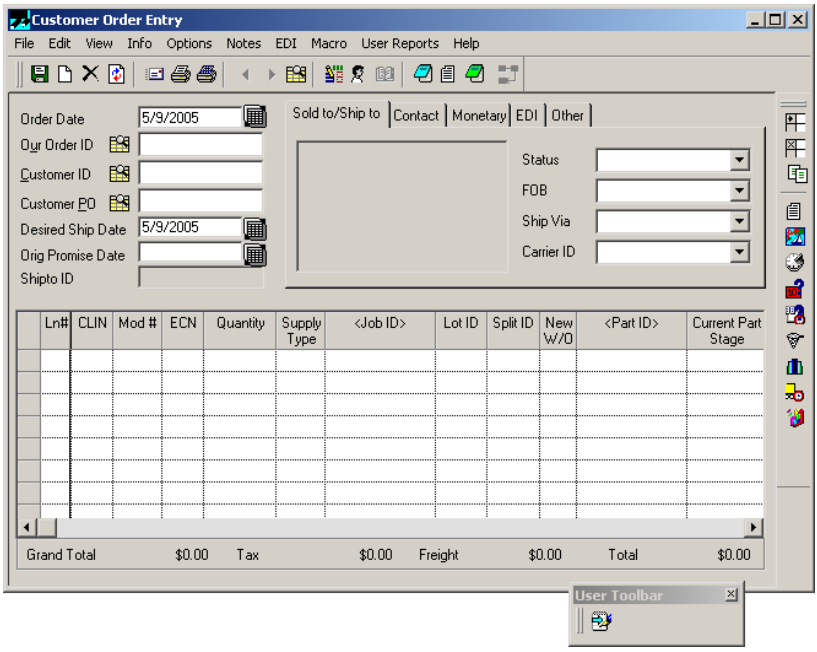
By placing your pointer over the toolbar grippers you can drag the toolbar anywhere on the window.

As you move the toolbar away from a dockable area, the border changes to a thick shadow indicating you can float the toolbar in that area.



When you move the toolbar to an area where it is possible to dock the toolbar, the toolbar outline changes to a thin dashed border indicating you can dock the toolbar to that side.

Notice one toolbar docked in the default position at the top of the window, one docked on the right side, and one floating at the bottom of the window.


Customer Order Entry
File Edit View Info Options Notes EDI Macro User Reports Help
Order Date 5/9/2005
Our Order ID
Customer ID
Customer PO
Desired Ship Date 5/9/2005
Orig Promise Date
Shipto ID
Sold to/Ship to Contact Monetary EDI Other
Status
FOB
Ship Via
Carrier ID
Ln# CLIN Mod # ECN Quantity Supply Type <Job ID> Lot ID Split ID New W/O <Part ID> Current Part Stage
Grand Total $0.00 Tax $0.00 Freight $0.00 Total $0.00
User Toolbar

Resizing Toolbars

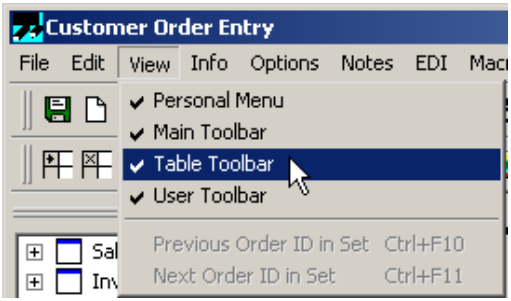
When used as floating toolbars, you can resize toolbars by stretching them when the pointer changes to one of the double-arrowed shapes. Placed near a corner of toolbar, the mouse pointer becomes a vertical, horizontal, or diagonal resizer, depending on where the pointer is in the window. Move the resizer as necessary to stretch the toolbar. If you resize a toolbar any larger than the default size, the toolbar reverts to its default size when you dock it again in the window.

Turning Toolbars On and Off

You can choose to view or hide toolbars.

From the View menu, click the toolbar name you do not want to appear.

For example, if you are working in the Customer Order Entry window and want to turn off the Table Toolbar, from the View menu, select **Table Toolbar**. VISUAL removes the check from beside the Table Toolbar option and the toolbar closes.



If you have floated the toolbar, you can also click the **Close** button in the top right corner of toolbar.

To reactivate toolbars, from the options menu, select the name of the toolbar you want to appear.

VISUAL places a check mark next to the option and the toolbar appears.

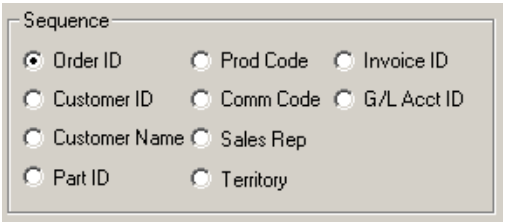
Using VISUAL Buttons and Boxes

There are a number of buttons and boxes throughout the VISUAL system. It is important to know how these buttons and boxes function.

Using Option Buttons

Option buttons are small round buttons that you can click on to select various options. You can only select ONE option button at a time; clicking on another option button automatically deselects the one you originally selected. VISUAL uses option buttons when only one selection at a time is available. This contrasts with check boxes, which allow you to select a number of options at one time.

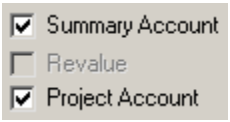
The Sequence group box of the dialog box shown below consists of option buttons.



Using Check Boxes

Check boxes are small square boxes that you can click to select various options. Unlike option buttons, you can select any number of check boxes. VISUAL User Guides refer to selecting and clearing check boxes.

For example, notice that both the **Summary Account** and **Project Account** check boxes are selected.



Notice that the Revalue check box appears gray when you select the **Summary Account** check box. This indicates that the revalue selection is not available when you are running Summary Accounts.

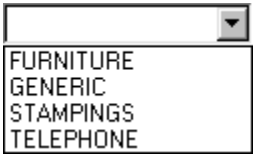
Using Drop-down Boxes

Drop-down boxes allow you to select various options from a drop-down menu.

To select an option from a drop-down box:

1. Click the arrow in the drop-down box.

   The list of options appears.



2. Select the option you want from the list by clicking it.

   The option appears in the box.

Using Calendar Buttons

The Calendar button is an easy way to enter dates into VISUAL. Whenever VISUAL requires a date, a **Calendar** button appears.

To use the calendar:

1. Click the **Calendar** button.

   A calendar for the current month appears with the current date highlighted.

2. Click the date you want or use your keyboard to navigate to a different date.

   To move ahead one day in the current month, press the PLUS key.

   To move back one day in the current month, press the MINUS key.

   To scroll ahead to future months, click on the right arrow or press the PAGE DOWN key.

To scroll back to previous months, click on the left arrow or press the PAGE UP key.

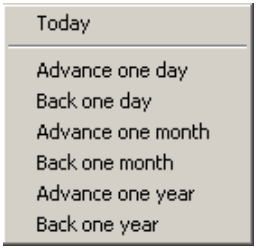
When you select a date, the calendar closes. The date you have chosen appears in the date field.

To close the calendar without selecting a date, press the ESC key.

To use the calendar in tables, click in the Date column, then press the SPACEBAR for the calendar to appear.

To view a shortcut menu, right-click the **Calendar** button.

A menu from which you can select seven preset date options appears.



To quickly enter the current system date, click in the Date field, then press the T key.

VISUAL Menus

VISUAL uses menu names indicating the type of options you are likely to find when you select them. Each application may have other application-specific menus in addition to the standard menus. The standard menus are:

File Menu

The File menu contains standard Windows options like New, Save, Clear, Delete, Refresh, Print, and Exit.

If the Print option is available, Print Setup is also available. Print Setup allows you to select and set up Windows printers.

You can also access all applications available from the VISUAL main menu from the File menu. For example, if you are working in Customer Order Entry and need to open Customer Maintenance to edit a customer's shipping address, from the Customer Order Entry File menu, select **Maintenance**, then **Customer Maintenance.**

Edit Menu

The Edit menu contains standard Windows clipboard editing commands: **Cut**, **Copy**, and **Paste**.

It also contains VISUAL editing commands, usually to edit additional data related to the current document that is not available in the current window.

The Edit menu may also contain object editing options that are not specific to the current document. For example, the Customer Maintenance Edit menu contains Sales Rep Maintenance, which allows you to edit all Sales Reps in your VISUAL database.

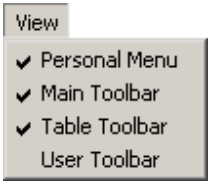
Info Menu

The Info menu usually contains commands for interactive report windows that display information on the current object, or on other objects.

View Menu

View menus contain the components you can select to appear or hide in the current window.

For example, you may want to show the Personal Menu, Main and Table Toolbars but not the User Toolbar.



Options Menu

The Options menu contains preferences that control how the application itself operates.

It also contains standard accessories, such as the Windows Calculator.

Notes Menu

The Notes menu contains functions to control the display of VISUAL Notations and Specifications.

Macros Menu

The Macros menu allows you to run macros and edit existing macros. Macros allow you to automate a range of tasks in windows that support the VISUAL scripting engine. See the end of this chapter for more information.

User Reports Menu

The User Reports menu allows you to run compiled reports and edit existing templates. The menu is only active in some applications, and the VISUAL ini. file governs its appearance. You must have Crystal Reports installed on your computer to use user defined reports.

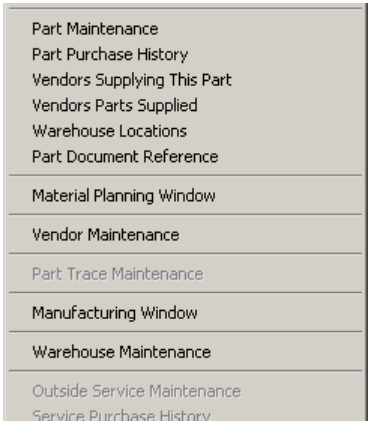
Help Menu

Use the Help menu to access the online Help system.

VISUAL Right-click Menus

Right-click menus enable you to obtain key information related to your current task. VISUAL offers a variety of right-click menus customized to the currently active window.

To access the right-click menu, click your right mouse button—right-click—anywhere in the active window.



Right-click menu options depend on the active window and where you right-click in that window. For example, a different menu appears if you right-click on the header part of a window than if you right-click on the table part of the window.

If you cannot access a particular option due to your security settings, the option appears gray.

When you use a right-click menu, VISUAL starts the appropriate program and automatically populates the new window with information from the originating window. You can then access more windows using the right-click menu within the new window.

For example, if you are working in the Purchase Order Entry Window:

1. Select a line for which you want to access further information.
2. Right-click on any part of the table.

   A menu appears.
3. Select the option you want.

   VISUAL opens the appropriate program and automatically populates the new window with the line information.

For example, if you have a Part ID specified on the line and you select Part Maintenance from the right-click menu, the Part Maintenance window populates with the Part ID. Likewise, if you select Vendor Maintenance, the Vendor Maintenance window opens and the appropriate vendor information appears.

If you now have the Part Maintenance window open, you can right-click in that window and access several other windows relevant to that part's information. For example, select the Vendor Maintenance option from the right-click menu in Part Maintenance and VISUAL opens the Vendor Maintenance window, populated with the appropriate vendor for the part you had selected in the original Purchase Order Entry window.

Program Security for Right-click Menus

When you are using right-click menus, VISUAL only allows access based on the security settings you have previously established.

For more information, refer to the Administrator's Guide.

Supported VISUAL Modules

The following VISUAL components support accessing additional information from the right-click menu:

- ❒ Purchase Order Entry
- ❒ Purchase Requisition Entry
- ❒ Vendor RFQ Entry
- ❒ Customer Order Entry
- ❒ Order Management
- ❒ Customer Inquiry
- ❒ Material Planning
- ❒ Part Maintenance
- ❒ Project Window
- ❒ Project Maintenance
- ❒ Shipping Entry
- ❒ Receivables Invoice Entry
- ❒ Receivable Collections
- ❒ Payable Invoice Entry
- ❒ ECN
- ❒ Estimating
- ❒ Cost Simulation
- ❒ Project Summary Window
- ❒ Progress Billing
- ❒ Material Trace History

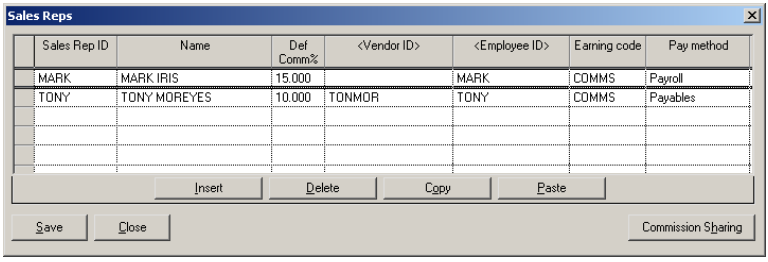
Working with Tables

Tables are an important user interface component of VISUAL. Nearly every application uses at least one table, and many use more than one. Although there may be slight differences depending upon the exact function, all tables operate in essentially the same way.

Dialog Table Buttons

Dialog tables are tables that appear above the window in which you are working. You cannot continue to work in the window unless you close the table.

When working with dialog tables, buttons appear directly below the table to provide the functions you use in that table alone. For example, there are often **Insert** and **Delete** buttons to add and remove rows.



Buttons work only with the currently selected row or rows. One exception is **Insert**, which automatically places a new row at the bottom of the table.

Window Table Buttons

When a table appears in the body of a VISUAL window, a Table Toolbar also appears. The buttons on Table Toolbars have ToolTips that appear when you rest the cursor on the button. Specialized buttons also appear on Table Toolbars to help you perform the specific tasks of the table in which you are working.

For example, the standard **Insert** and **Delete** buttons appear in the Customer Order Entry window along with buttons for viewing History, Netting, and Delivery Schedules.

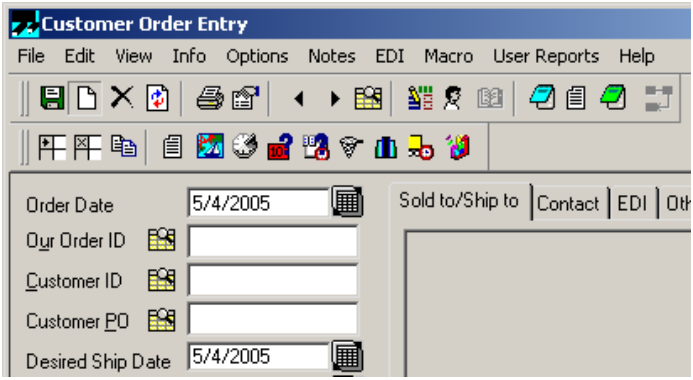
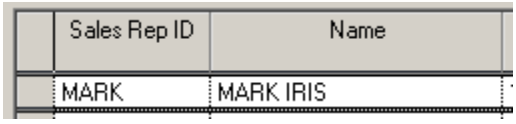


Table Components

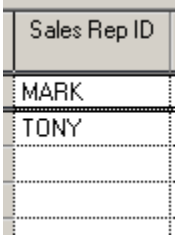
The following terminology is used when referring to tables:

Column – Vertical areas that represent one type of data for all rows.

Row – Horizontal areas that represent one record of data in the table.



Column Header – The gray box at the top of each column that contains the column title. In VISUAL, when the column title is enclosed in pointed brackets (< >), you can double-click the column header to produce a browse list.



Row Header – The gray box at the left of each row. Use the row header to select the row. Row headers can contain special symbols to indicate whether the row is new, being modified, or has been deleted.

Indicates the row is new and you have not saved it yet.

Indicates you have changed something in the row and have not saved it yet.

Indicates you have deleted the row but have not saved your changes.

Column Title – The name of the column appearing in the column header.

Field – The data entry area where a row and column meet. Fields may be editable or read-only.

Row Cursor – The "Row-Cursor" is the dotted line that appears around a row any time the cursor is in that row. This allows you to move between rows using the cursor keys. When typing data into a field, you can use the UP or DOWN cursor keys to move to a new row, but keep the text cursor in the same column. Do not confuse this cursor with the selection of the line. When a line is selected, it is entirely highlighted—usually white text on a black background.

Selecting Table Rows

In many cases, you need to select one or more rows from a table to perform various functions.

Select rows in the following ways:

Single Select – To select a single row, click on the row header (dark box to the left of the row).

Multiple Contiguous Select – Some applications allow you to select multiple rows. To select multiple rows that are in a continuous (unbroken) sequence, place the pointer on the row header for the first row and hold down the left mouse button. Then, keeping the button down, drag the cursor to the row header for the last row. The table scrolls automatically if the last row is not currently visible in the window. The first, last, and all rows in between become selected. Release the mouse button when you are finished.

You can also select the first row you want, press the SHIFT key and select the last row you want; all rows between your selections appear highlighted.

Multiple Incontiguous Select – In some instances, you may need to select multiple rows that are not in an unbroken sequence. To do this, click the row header for the first row you want and, while holding down the CTRL key, make your remaining selections. Each row appears highlighted individually.

Deselecting one Row – To deselect a row, hold down the CTRL key and click on the row header for the selected row. It becomes deselected.

You can use all of these actions in sequence. For example, you can use the multiple contiguous select method to select a large group of rows, and then the deselect function to remove unwanted rows.

Double-Clicking on a Row – Sometimes there is only one function you can perform on a row, or one function that is most common. In many cases, double-clicking on the row performs the function automatically; this is a very common Windows shortcut. For example, when viewing a browse table to select an item (see below), double-clicking on the row is usually a shortcut for selecting the row and clicking **OK**.

Making Multiple Contiguous and Incontiguous Selections – If you want to select a block of rows and also a few lines outside the block, you can use a combination of selections using the SHIFT and CTRL keys.

Inserting Table Rows

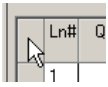
Many applications allow you to insert rows into a table. For example, you can enter line items into purchase orders, customer orders, and quotes using tables.

To insert rows into window tables, click the **Insert Row** button on the table toolbar.

To insert rows into a dialog table, an **Insert** button appears below the table.

Clicking the Insert Row button adds a new line at the bottom of the table.

In many cases, you can insert a new row by double-clicking the gray box at the upper left corner of the table. You can also press the TAB key when on the last column in the last row of the table.



A right-arrow symbol appears in the row header indicating the row is new and you have not saved it yet.

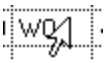
You can now enter and modify data in the new row.

Modifying Table Rows

To modify an existing row, place the cursor in the field you want to modify and enter or modify data accordingly.

A check mark symbol appears in the row header of the modified row indicating you have changed something in the row and have not saved it yet.

When you move the cursor over a field containing information you can modify, the pointer changes to an I-beam shape.



When you move the cursor over a field containing information you cannot modify, the cursor changes to a right-pointing arrow.

A few tables are not directly modified in this way. Sometimes, you must select the row and make the changes in other fields in the window. An example is the Shipping Addresses dialog box in Customer Maintenance.

Using the Keyboard with Tables

You can enter and modify data in tables without using the mouse. To move to the next field in a row, press the TAB key. To move to the previous field, press SHIFT+TAB. To move up one row in the same column, press the UP key, to move down press the DOWN key.

Deleting Table Rows

To delete one or more rows, select the rows and click on the **Delete Row** button.

Maintenance table Delete Row button.

Window table Delete Row button.

Prior to saving, an X symbol appears in the row header of each row you delete, indicating you have marked the row for deletion. VISUAL will delete the row the next time you save your work.

To clear a row for deletion, select the row and click the **Delete Row** button again or double-click the row header.

If you have created a new row but not saved your work and you delete the new row, VISUAL completely removes the row without warning.

Scrolling in Tables

If a vertical scroll bar appears to the right of the table, there are more rows in the table than can appear in the window. Use the scroll bar to scroll through the entries.

If a horizontal scroll bar appears below the table, all of the columns cannot be displayed in the window. Use the scroll bar to scroll through the columns. You may be able to resize columns so more can fit on the window.

Moving and Resizing Table Columns

To move a table column, move the pointer to the bottom edge of the column header for the column, just below the column label.

The pointer changes to a double-arrow icon indicating a column move.

Simply hold down the left mouse button, and drag the column horizontally to the new position between two other columns. The table scrolls automatically, if necessary. Release the mouse button to move the column.

To change the size of a table column, place the pointer on the separator between two column headings.

The cursor changes to a double-arrow with a vertical line indicating movement of the divider between the columns.

Hold down the left mouse button, and drag horizontally. You are changing the size of the column to the left. Release the mouse button to finish the operation.

These changes are not permanent unless the table is configurable, but they are still convenient when using a table.

Configuring Line Item Tables

Some VISUAL applications have line item tables that you can configure as needed. This allows you to specify which columns to show or hide, column ordering, sizing, and naming. The following applications have this type of table:

- ❒ Purchase Order Entry
- ❒ Purchase Receipt Entry
- ❒ Customer Order Entry
- ❒ Shipping Entry
- ❒ Material Planning Window
- ❒ Vendor RFQ Entry
- ❒ Progress Billing Entry
- ❒ Customer Inquiry
- ❒ Part Trace Maintenance
- ❒ Estimating Window
- ❒ Estimating Window Quick Quote (operation and material tables)

For User Defined columns, see the section at the end of this chapter on defining line item-level user defined fields.

In all cases except Quick Quote, the window has a Configure Line Item Table selection in the Options menu. Quick Quote has **Config** buttons for each table.

Moving Columns

To move a table column, move the pointer to the bottom edge of the column header for the column, just below the column label. The pointer changes to a double-arrow icon indicating a column move. Simply hold down the left mouse button, and drag the column horizontally to the desired position between two other columns. The table automatically scrolls, if necessary. Release the mouse button to move the column.

Resizing Columns

To change the size of a table column, place the pointer on the separator between two column headings. The cursor changes to a double-arrow with a vertical line, indicating movement of the divider between the columns. Hold down the left mouse button, and drag horizontally, changing the size of the column to the left. Release the mouse button to finish the operation.

Showing/Hiding and Renaming Columns

To show or hide columns, or rename them, select **Configure Line Item Table** from the Options menu, or click on the **Config** button for the table, if you are using Quick Quote.

The Configure Table Window dialog box appears.

The table contains a line for each column that can be shown in the table. The Column Name shown is the internal VISUAL column name and begins with the letters col. The name is usually close to the column's function and/or title.

The attribute column controls the visibility of the columns, showing Visible or Hidden. To show or hide columns, select their rows and click on **Make Visible** or **Make Hidden**. You can use **Select All** or **Deselect All** if you want to show or hide most of the columns at once.

The Title column shows the text that appears in the column's header. To modify column titles, modify the text in the Title field for the column. You can use the @ sign in titles to indicate a line break, so you can specify a title to appear on multiple lines.

Click on **OK** to complete the operation. Note that this also saves the current columns sizes and positions.

Be careful not to hide any columns that are required by the program. If you have hidden a required information column and try to save your information, VISUAL prompts your enter the missing information.

Table configurations are saved in .ini files with the same name as the application. For example, VISUAL saves table settings for the Customer Order Entry table in VMORDENT.INI. These files are stored on the computer on which you saved the settings. This allows individual users to customize the tables to their own preferences.

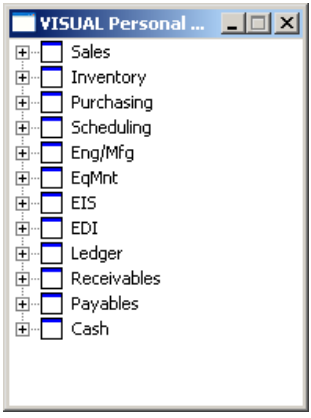
Using the Personal Menu

When working with Infor VISUAL Financials, you have the option of using a personal menu. Fully customizable, you can position the menu anywhere on your desktop and open programs with a single click. If you are working with customer orders and need to frequently verify or change information in Customer Maintenance, you can customize a new group that includes both Customer Order Entry and Customer Maintenance. Also, you can include Financials menu items in a group that also features Manufacturing items, or include Manufacturing items on a group that primarily features Financial items. You can add other executables to a group as well. For example, a user who works in receiving may want to add a program such as Notepad to a group for the jotting down of notes and special instructions. Group disparate applications onto a common tool bar to ease the sometimes arduous task of locating and opening applications.

Starting the Personal Menu

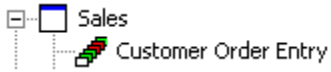
To start the personal menu, from the File menu, select **Personal Menu**.

VISUAL places a check mark next to the menu item and the personal menu appears.



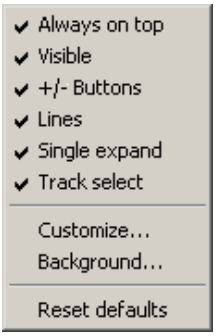
Starting Programs Using the Personal Menu

To open programs using the Personal menu, click the **Plus** icon to the left of the group name in which you are interested and click the name of the program you want to open. For example, to open the Customer Order Entry window, click the icon to the left of the Sales group and click the Customer Order Entry name.



Working with the Right-click Menu

There are several options available by right-clicking the Personal menu.



You can select the following options:

Always on top – If you want the Personal Menu to always appear on top of any other window you have open on your screen, select **Always on top**.

Visible – If you want to hide the Personal Menu, select **Visible**. To show the Personal Menu again, you must select Personal Menu from the File menu of the VISUAL main window.

+/- Buttons – If you want icons to appear to the left of the group names in the Personal Menu, select **+/- Buttons**.

Lines – If you want lines to appear between the buttons and names, select **Lines**.

Single Expand – If you want VISUAL to show only one expanded menu and automatically close the previous menu, select **Single Expand**.

Track Select – If you want to highlight and underline Group and command names as you move the cursor, select **Track Select**.

Changing the Background Color

To change the background color of the Personal menu, select **Background** from the right-click menu and select the color you want to use from the color menu.

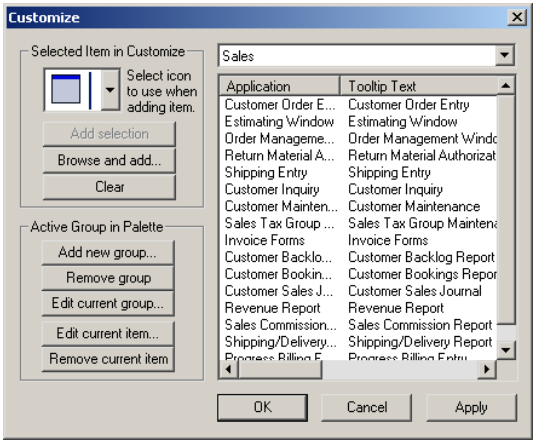
Customizing the Personal Menu

You can add commands and groups of commands to your personal menu customizing it to meet your exact needs. The Personal Menu supports almost all executable commands and provides you with all of the VISUAL programs you may want to use.

1. With the Personal Menu open, right-click anywhere in the Personal Menu.

2. From the right-click menu, select **Customize**.

   The Customize dialog box appears.



3. Begin to customize the personal menu. See the following sections for more information.

Adding Commands to Existing Groups

To add commands to a group, you must select the group to which you want to add commands.

The right half of the dialog box contains a drop-down list of common groups of commands available to you for use in your Personal Menu. When you select a group, a list of available applications appears. For example, if you select the Sales group, a list of common Sales applications appears.

To add commands to groups:

1. From the drop-down list, select the group that contains the item you want to add to the displaying menu bar.

   If you want the new command to have an button different than the default button, click the down-down arrow on the left and select the button you want to use.

2. In the right pane, select the command you want to use and click the **Add Selection** button.

3. After adding new commands, click the **OK** button.

   The Customize dialog box closes and VISUAL adds the new command to the bottom of the group you selected in your Personal Menu.

Adding Non-VISUAL Commands to Groups

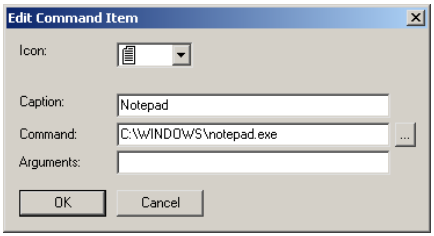
To add non-VISUAL commands:

1. Click the **Browse and Add** button.

   A search dialog box appears.

2. Locate the program you want to add and double-click it.

   The Edit Command Item dialog box appears.



3. Complete the following fields:

   Icon – The button for the new menu item. Select an appropriate button from the button list box.

   Caption – The label for the button. This is optional.

   Command – The command line to execute the program you are adding. This appears by default after you select a program using the search dialog box.

   Arguments – Values as part of a command you want to include. This is optional.

4. Click the **OK** button.

   The Edit Command Item dialog box closes.

5. After adding new commands, click the **OK** button.

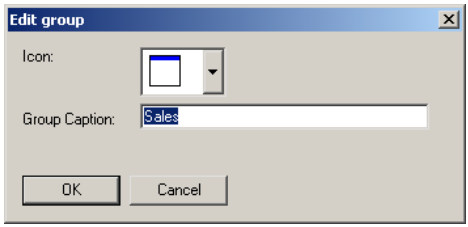
   The Customize dialog box closes and VISUAL adds the new command to the bottom of the group you selected in your Personal Menu.

Adding New Groups

You can add new groups to your Personal Menu. You can use this feature to combine in one group the applications you use most.

1. With the customize dialog box open, click the **Add New Group** button.

   The Edit Group dialog box appears.



2. In the Group Caption field, enter a caption for the group.
3. If you want to select a different button to appear next to the group name, click the **Button** drop-down arrow and select the icon you want to use.
4. Click the **OK** button.
5. Click the **Apply** button.
6. Add commands to your new group by selecting the commands you want in the right pane and clicking the **Add Selection** button.
7. After setting up your new group, click the **OK** button.

   VISUAL adds the new group bar to your Personal Menu.

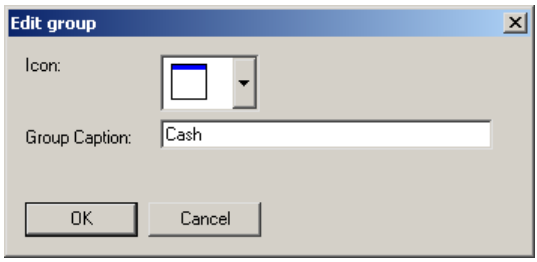
Editing Group Captions

To edit the name of groups:

1. In the Personal Menu, select the name of the group you want to change.
2. Right-click anywhere in the Personal Menu and select **Customize** from the right-click menu.

   The Customize dialog box appears.
3. Click the **Edit Current Group** button.

   The Edit Group dialog box appears.



4. Modify the Group Caption name and button as necessary.
5. To close the Edit Group dialog box, click the **OK** button.
6. To close the Customize dialog box, click the **OK** button.

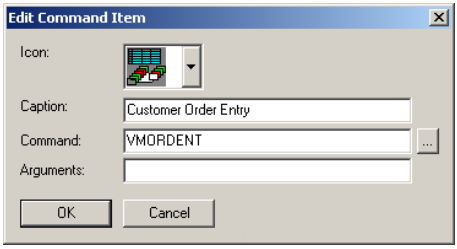
Editing Commands

To edit the commands within your groups:

1. In the Personal Menu, select the group that contains the command you want to edit.
2. Right-click on the command you want to edit and select **Customize** from the right-click menu.

   The Customize dialog box appears.
3. Click the **Edit Current Item** button.

   The Edit Command Item dialog box appears populated with the current arguments.



4. Modify the command's arguments as necessary.
5. After modifying the command arguments, click the **OK** button.

   The Edit Command Item dialog box closes.
6. Click the **OK** button.

   The Customize dialog box closes and your changes appear in the Personal Menu.

Removing Commands from Groups

1. In the Personal Menu, click on the group containing the command you want to remove.
2. Right-click the command you want to remove and select **Customize** from the right-click menu.
3. Click the **Remove Current Item** button.

   VISUAL removes the command from the Personal Menu.
4. Click the **OK** button.

   The customize dialog box closes.

Removing Groups

To remove groups from your Personal Menu:

1. In the Personal Menu, right-click on the group you want to remove and select **Customize** from the right-click menu.
2. Click the **Remove Group** button.

   VISUAL removes the group from the Personal Menu.
3. Click the **OK** button.

   The customize dialog box closes.

Clearing or Resetting the Personal Menu

To reset or clear any changes you have made to the Personal Menu:

- ❒ Right-click anywhere in the Personal Menu and select **Reset Defaults** from the right-click menu.
- ❒ If you are working in the Customize dialog box and decide you want to clear all of the changes you have made and return the Personal Menu to its original settings, click the **Clear** button.

In both cases, VISUAL returns the Personal Menu to its original settings.

Using the Graphical Menu

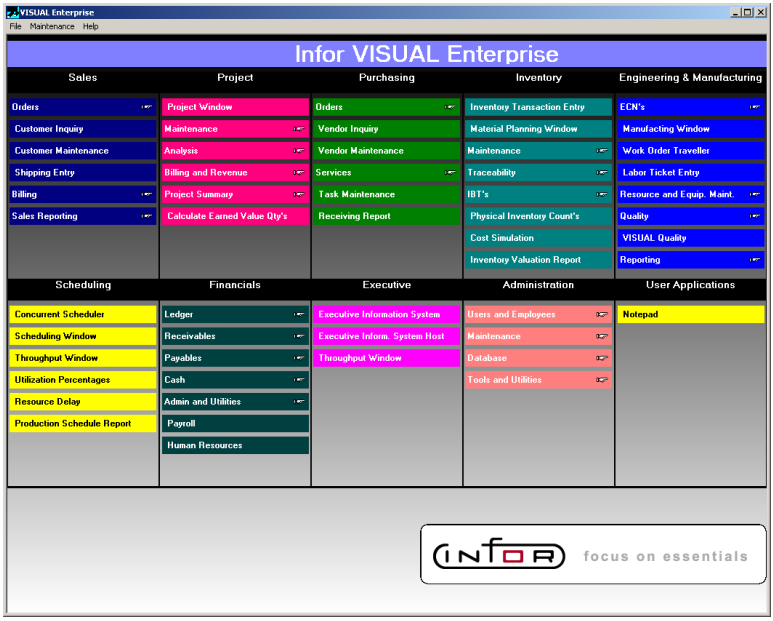
When working with VISUAL, you have the option of using a Graphical menu. You can customize VISUAL's Graphical menu to better meet your daily needs by including programs you often use on special menus. For example, if you work in the shipping department and access VISUAL's shipping and receiving modules, you can include non-VISUAL programs you regularly access. You may want to include Notepad and your shipping software.

You can also set up a special group that includes only the programs individual users access or one for each department that accesses VISUAL.

Starting the Graphical Menu

To use the Graphical menu, from VISUAL's main window, from the File menu, select **Graphical Menu**.

The Graphical menu opens.



Each heading appears with a list of related topics. Some topics contain sub-menus—indicated by icons to the right of the topic names—with more related topics.

To open a program using the Graphical menu, click on the program you want to open. If the program you want to open is in a sub-menu, right-click the sub-menu name and click the program you want to use.

Closing the Graphical Menu and Exiting VISUAL

To close the Graphical menu and exit VISUAL, select **Exit** from the File menu.

The next time you start VISUAL, the Graphical menu appears.

If you want to stop using the Graphical menu, select **Graphical Menu** from the File menu. The Graphical menu closes and VISUAL appears with its standard interface.

Modifying the Graphical Menu

You can add or remove any group or program to best meet the needs of individual users or groups of users.

Changing the Background Color

VISUAL's Graphical menu background color is a gradient from black at the top to a color of your choice at the bottom.

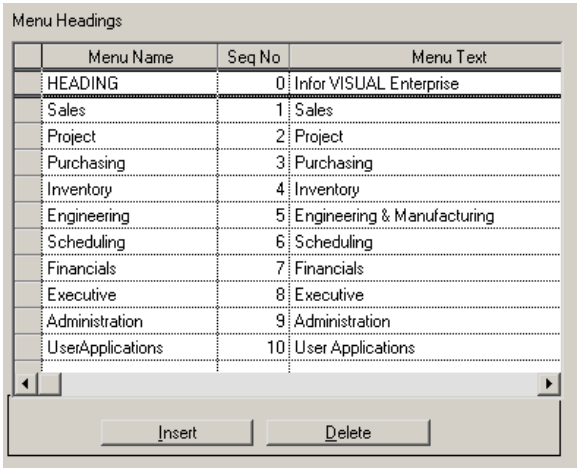
To change the bottom background color, select **Background Color** from the File menu.

Adding Headings

To add new headings or change the names of your headings:

1. From the File menu, select **Maintain Menu**.

   The Maintain Menu window appears.



2. In the Main Headings section, click the **Insert** button.

   A new row appears at the bottom of the table.

3. Click in the Menu Name column and enter a name for the heading.

4. Click in the Seq No column and enter the position you want the new heading to appear.

   VISUAL places the heading from left to right in rows from top to bottom, zero being the top left heading.

5. Click in the Menu Text column and enter the name you want to appear on the Graphical menu.

6. Click the **Save** button.

7. If you have finished adding headings, click the **Close** button.

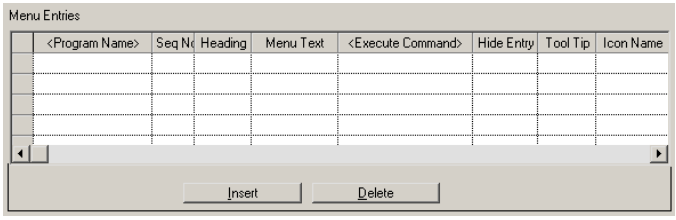
Adding Programs to Headings

After you add headings, you can add programs. VISUAL does not limit you to VISUAL programs; you can add any valid executable program.

To add programs to your headings:

1. With the Maintain menu window open, click the row header for the heading to which you want to add programs.

2. In the Menu Entries section, click the **Insert** button.



   If you are adding programs to a sub-menu, select the sub-menu name in the Menu Entries section and add your programs in the Sub Menu section.

3. Click the **<Program Name>** column header and select the program you want to use.

   The Menu Text automatically appears when you move to another field. If you want to change the name that appears on the Graphical menu, change the Menu text.

4. Click in the Seq No column and enter the position you want the new program to appear.

5. Click the **<Execute Command>** column header and select the actual program you want to start when the user clicks the menu.

   Using the correct command line syntax, you can also have programs open documents of your choice. For example, you can start Internet Explorer and open a web site or open a particular document using Notepad.

6. If you want a ToolTip to appear when the cursor rests on the program name, click in the ToolTip column and add the text you want to appear.
7. If you want an button to appear next to the program name, click in the ToolTip column and enter the name and location of the button you want to appear.
8. Click the **Save** button.

Removing Programs from Headings

To remove a program from a heading:

1. Open the Maintain Menu window and select the Heading and Name you want to remove.
2. In the section where you want to remove the program, click the **Delete** button.
3. Click the **Save** button.

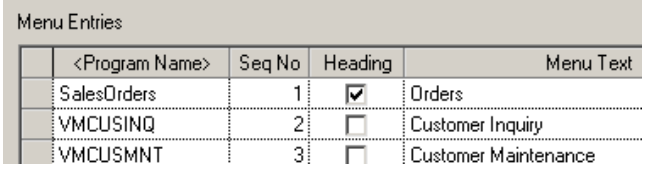
Changing Program Settings

To change program setting in your Graphical Menu, click on the Heading, Menu, or Sub-menu you want to change, make the appropriate changes and click the **Save** button.

Adding Sub-Menus

If you have programs that belong in a group under a specific topic heading, you can set them up in a sub-menu.

1. Using the Maintain Menu window, click on the Heading that contains the Menu Entry to which you want to add a sub-menu.
2. In the heading column of the appropriate Menu Entry, select the **Heading** check box.



Because you have selected the **Heading** check box, only a heading name appears in the group with no other functionality other than opening the sub-menu you assign.

You can now add programs to your sub-menu. For more information on adding programs to menus, refer to the "Adding Programs to Headings" section.

3. Click the **Save** button.

To access sub-menus on the Graphical Menu, right-click on the heading and click the program you want to use.

Changing Sub-Menus

To change a program setting in a Sub-menu:

1. Open the Maintain Menu window and select the heading that contains the Sub-menu you want to change.
2. In the Menu Entries section, select the Sub-menu name.
3. In the Sub-menu section, make the changes you want to the Sub-menu programs.
4. Click the **Save** button.
5. After making your changes, click the **Close** button.

Resetting the Graphical Menu

If you have modified the Graphical Menu so much that it would be too time consuming to manually return it to its original settings, you can reset your Graphical menu to its original settings by selecting **Template Reset** from the file menu.

VISUAL Documents

Many of the tasks you perform in VISUAL involve the manipulation of documents, such as part masters, engineering masters, work orders, vendor definitions, and many others. You can manipulate many of these documents, especially master documents, in the same way. Although each chapter of the Online User Guide contains complete instructions for using an application tool, it is helpful to understand some of the common features between VISUAL applications.

Understanding Document IDs

Every document has an ID. The ID is a unique name for the document and is the key to calling it up. In the majority of cases, VISUAL labels the ID with the same name as the document. Part ID, Customer ID, Vendor ID, and Quote ID are examples of Document IDs. For some documents, VISUAL assigns Transaction IDs, for example, Labor Tickets and Inventory Transactions. In a few documents, such as work orders, VISUAL creates the IDs from multiple IDs, which together define the unique ID.

For example, Customer Order Entry uses three unique IDs:

Our Order ID – The ID you assign to the specific customer order

Customer ID – The unique ID of the customer, which you have already established in Customer Maintenance

Customer PO – The Purchase Order ID that your customer wants you to reference on the order.

A Table Icon on a button indicates that you can click it to search your database for possible selections.

IDs are case sensitive; lower case letters are unique from uppercase, so the part B1241 is different from b1241. Unless you want to use mixed case in assigning your IDs, you may want to use all upper case letters for your IDs to avoid confusion. You may find it a good idea to set up a company-wide naming convention during your implementation period.

It is important to realize that all IDs are strings. Even when an ID is a series of digits, VISUAL handles it as a text string. For this reason, you cannot enter 23 to refer to Order ID 0023 because the leading zeros are part of the ID.

Understanding Master and Work Order IDs

Engineering Master, Quote Master, and Work Order IDs all consist of four components: Base ID, Sub ID, Lot ID, and Split ID.

Base ID – For engineering masters, the Base ID must be the same as the Part ID.

For quote masters, the Base ID always matches its Quote ID.

For work orders, the Base ID is sometimes called the Job ID.

Lot ID/Eng ID –For engineering masters, this field is the Engineering ID, allowing multiple revisions of the same master.

For quote masters, this field uniquely identifies the quote master from others attached to the same quote.

For work orders, the Lot ID identifies a specific lot within a larger work order specified by Base ID. This allows all of the lots to have the same Base ID.

Split ID – Split IDs uniquely identify child lots of split work orders allowing all splits to have the same Base ID/Lot ID as the parent order. This field allows a manual split. For engineering masters, this field should always be zero.

Sub ID – Sub IDs uniquely identify legs within the work order.

Masters and work orders can have several subassembly legs, each representing the independent production of a subassembly required by the parent operation. The primary leg is always Sub ID zero.

Master or Work Order identifiers usually appear in the following format:

40002-1/2.3

Base ID – **40002**

Sub ID – 1 and is separated from the Base ID by a **-**

Lot ID – 2 and separated from the Sub ID by a **/**

Split ID – 3 and is separated from the Lot ID by a **.**

If a Split ID or Sub ID is 0, it usually does not appear.

Creating New Documents

The focus of most VISUAL applications is the creation and maintenance of a specific document. For example, each maintenance application maintains all of one type of document. Sometimes, an application also works with sub-documents. For example, Product Codes are separate documents that you maintain them from the Part Maintenance window because they are related.

To create a new document, call up the appropriate application (for example, Part Maintenance to create a part). When the application first opens, the window should be empty and ready for you to create a new document. If the window contains a previous document, click on the **Clear** button to ready the window for entering a new document.

After you have entered information in all of the required fields, click the **Save** toolbar button or select **Save** from the File menu to create the new document.

Using Auto Numbering

Some VISUAL documents have an auto-number feature that automatically assigns sequential IDs without having to manually enter them. The following programs support auto-numbering:

- ❒ Quotes
- ❒ Advanced Shipping Notices
- ❒ Purchase Orders
- ❒ Bills of Lading
- ❒ Receivers
- ❒ Engineering Change Notices
- ❒ Customer Orders
- ❒ Vendor RFQs
- ❒ Packlists
- ❒ Interbranch Transfers
- ❒ Work Orders
- ❒ Planned and Unplanned Maintenance
- ❒ Equipment Maintenance

For each program in which you want VISUAL to use Auto Numbering, you must set up the appropriate Prefix and Suffix. For example, in quotes, you may want to use a prefix of **Q** so your users can recognize that they are looking at a Quote ID. So that all of your IDs match in their structure, you may want to consider setting up your auto numbering rules during implementation—before enter any IDs.

Auto numbers contain the following components:

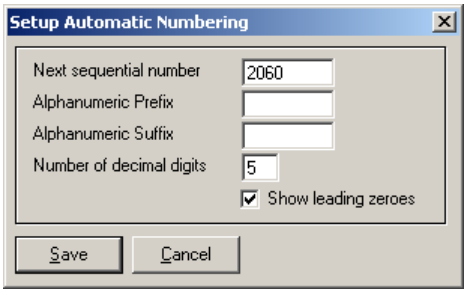
- ❒ An integer portion that VISUAL increments to produce a new number for each new order
- ❒ An alphanumeric prefix that appears before the number
- ❒ An alphanumeric suffix that VISUAL appends to the end of the number
- ❒ Number of decimal digits and a check box to show leading zeros.

For example, a number of 1001 with a prefix of PO and a suffix of X produces this sequence of Purchase Order IDs: PO1001X, PO1002X, PO1003X.

Setting Up Auto Numbering

1. Open the application in which you want to use auto numbering and select **Auto Numbering** from the Edit menu.

   The Setup Automatic Numbering dialog box appears.



2. Fill in the next sequential number you want VISUAL to use for the numeric portion of the ID.

   This number may be up to 7 digits long.

3. Assign any alphanumeric prefix or suffix.

   These are case sensitive; you may want to use capitals for all letters.

4. Enter the total number of digits in the numeric portion of the ID in the Number of Decimal Digits field.

   VISUAL uses this number to generate the correct number of leading zeros, if you select that option.

5. If you want leading zeros to be included in a number, select the **Show Leading Zeroes** check box.

   This keeps all IDs the same number of characters in length.

6. Click the **Save** button to save the changes, or **Cancel** to close the dialog box without saving the changes.

Modifying Existing Documents

To work with an existing document, start the appropriate VISUAL application. Enter the ID for the document in the ID field, or select it from a table of documents. When you use the TAB key to move from the field, or when you select the ID from a table, VISUAL populates the window with current document data.

If you have the appropriate security permissions, you can now edit the document.

To save changes to an existing document, click the **Save** toolbar button or select **Save** from the File menu.

You cannot change the ID of a document. If you change the ID field, you are creating a new document, rather than changing the existing one. You can compare this to the **Save As** command in most word processors; if you save a document by a different name, you do not change the name of the existing one, but instead make a new copy. For more information, refer to "Copying a Document" later in this guide.

Refreshing from the Database

VISUAL documents work together in a network of relationships. Work orders require parts, parts have preferred vendors, purchase orders reference vendors, receivers reference purchase orders, and so on. Sometimes, you or others may be editing multiple, related documents at the same time. For example, you may be using Customer Order entry to modify an order when you realize that you need to change some of the customer's master information.

You then use Customer Maintenance to make the changes. When this type of situation occurs, use the **Refresh** command from the applications File menu to read any new or changed information from the database.

Refresh toolbar button.

Prior to saving, you can also use the **Refresh** command to revert back to the original state of a document that you have been editing. For example, if you call up a Part ID, make some edits, and then change your mind and want to start again, select **Refresh** from the File menu or click the **Refresh** button on the main toolbar. VISUAL prompts you to save the current changes; you can then answer **No** to revert back to the original part definition.

Copying Documents

Use the following method to copy one document to another:

1. Using the appropriate application, open the document you want to copy.
2. Change the ID field to the ID you want the new document to have.

   If this is a document you can auto number, clear the ID field.
3. Click the **Save** toolbar button.

   Entering a new ID creates a new document with all the data fields of the old one. Note that you CANNOT change the ID of a document; changing the ID creates a new document.

   In general, VISUAL only copies the fields visible on the main screen. For example, if you use this method to copy a part, VISUAL does not copy the Vendor information because it stores that information in a separate database table.

Deleting Documents

To delete a document:

1. Using the appropriate application, open the document you want to delete.
2. Click the **Delete** toolbar button or select **Delete** from the File menu.

   Delete toolbar button.

   VISUAL warns you that you are about to delete the document from the database.

   In some cases you cannot delete a document from the database. For example, VISUAL does not permit you to delete the part if the part has inventory transactions associated with it.
3. Click **Yes** to complete the deletion, or **No** to cancel.

   When you delete a document, VISUAL does not automatically clear the window. This allows you to use the fields of the deleted document to create a new one, if appropriate.

   VISUAL does not allow you to delete a document if it is currently being referenced. For example, you cannot delete a part if an engineering master uses it in a material requirement.

Using Picture/Object and OLE2

The Picture/Object feature of VISUAL allows you to link to or embed a picture or OLE2 object into a VISUAL object. You can use this feature to include drawings, scanned graphics, documents, movies, and any other type of object that you might have installed on your PC.

You can use Picture/Object with the following VISUAL documents and applications:

VISUAL Document	Accessible from Application(s)
Part	Part Maintenance
Engineering	Manufacturing Window
Quote Master	Manufacturing Window
Work Order	Manufacturing Window
Operation	Manufacturing Window
Material Requirement	Manufacturing Window

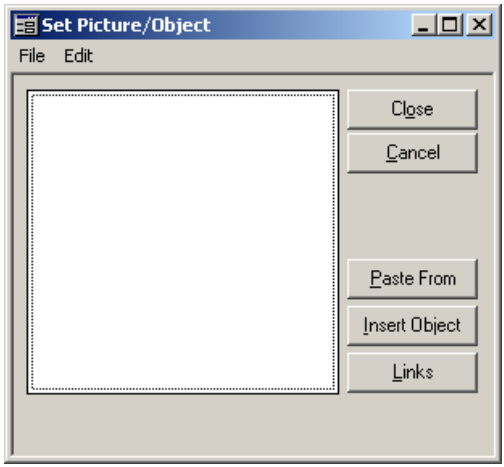
When you embed or link information, you are inserting the information from one document (source) into a document in a different application (destination).

To use this feature:

1. From the Edit menu in the appropriate application, select **Picture/Object**.

   For example, in Part Maintenance, you can add a picture or object to a part by selecting **Picture/Object** from the Edit menu.

   The Set Picture/Object window appears.



2. Click on the **Paste From** button.

   The Windows file browser dialog box appears.

3. Select the graphical file you want to paste and click **OK**.

   You can select from a number of different formats. Most CAD systems and graphics packages support at least one of these options.

   The graphic appears in the Set Picture/Object window.

   Because VISUAL copies the graphic from the file, changing the file does not change the pasted graphic.

Embedding an Object/Picture

Embedding and linking allows you to use any document that supports Windows OLE2 (Object Linking and Embedding).

When you embed information, VISUAL copies the information from the source document into the destination document. Because VISUAL stores its own copy of the source document in the database, VISUAL uses your Windows file associations to open the appropriate application when you want to view the linked file. Therefore, when you edit the embedded object, the source document remains unchanged.

To embed a picture/object in a VISUAL document:

1. From the Set Picture/Object dialog box, click on the **Insert Object** button.

   A list of all OLE2 server applications installed on your system appears.

2. Select the application/object type that you want to embed.

   For example, if you are working with a written document, you may choose Microsoft Word Document, or WordPerfect Document.

   The source application, for example, a word processor or spreadsheet, opens with an empty document or other object opened.

   Do not close the embedding window to open another window. This will cause the link between the two applications to be lost.

3. After you select the information to embed, close the source application.

   The object appears in the Set Picture/Object dialog box.

4. From the Picture/Object dialog box, click the **Save and Exit** button.

   After you save the picture/object, it appears with this record any time you select **Picture/Object** while viewing that object. Remember, this is a *copy* of the source document and not the original.

Linking an Object/Picture

Linking does not make a copy of the source information, but creates a reference (link) to the source document. In this case, there is only one copy of the source document, so that if it is changed, all links are also changed.

When you make changes to a linked source document, these changes appear in *every* object to which it is linked. If you have a source document that needs to be modified differently in several places, it is better to embed the picture/object.

To link a picture/object to a VISUAL document:

1. Start the application that contains the object/picture that you want to link, select the item, and copy it to the Windows Clipboard.

   Remember, you can only link objects that have been saved to a file.

2. Return to the Picture/Object dialog box and select **Paste Link** from the Edit menu.

   An icon appears in the Picture/Object dialog box. For example, if you linked to a word document, the Word for Windows icon appears.

   To view the document, either double-click the icon or click on the **Links** button.

3. Click on the **Save** and **Exit** button.

   Linked objects appear when select **Picture/Object** while viewing the object. If you have multiple links, click on the **Links** button to choose from a list of links. Remember, this *is* an image of the source document; it is *not* a copy.

Locking Documents

Estimates, customer orders, purchase orders, and invoices (receivables) are all documents you send to customers or vendors. After you send these documents, altering them is generally inappropriate. For example, a customer order is a contract between the two parties involved, one selling a product and one buying it. It contains prices, quantities, delivery dates, and specifications. After you issue a customer order to the buying party, it is important that you can always remember and retrieve it.

VISUAL locks these documents depending on whether the document has been printed. For estimates and quotes, VISUAL locks the document after you print it. For customer orders and purchase order documents, VISUAL locks the document after you print order acknowledgments. For A/R invoices, VISUAL locks the document after you print the invoice.

The Print dialog box for each of these documents includes a Draft Mode check box that allows you to print a draft document. The document is not locked, and you can change it as necessary. When you print in draft mode, the word “DRAFT” appears in the header of the document.

Using E-mail to Send and Receive VISUAL Documents

Use the Send To option, found in most application file menus, to electronically send VISUAL documents to other licenced users with access to the database in which you created the document. For example, using the Send To function a shop floor foreman can send an enterprise planning specialist a work order with a particularly troublesome subassembly, a schedule with insufficient capacity, a purchase order needing approval, or a customer order for processing. The Send To function is a powerful, practical tool that links all aspects of your enterprise.

When you use the Send To option, VISUAL creates a .vmx file containing all of the saved information in the window in which you are currently working. If recipients of .vmx files have set up the correct Windows file associations and have access to the original database, they can view the file in its native VISUAL application.

You can send documents with the following VISUAL applications:

- ❒ Customer Inquiry Window
- ❒ Estimating Window
- ❒ Interbranch Transfer Entry Window
- ❒ Manufacturing Window
- ❒ Customer Order Entry Window
- ❒ Progress Billing Entry Window
- ❒ Material Planning Window
- ❒ Purchase Order Entry Window
- ❒ Vendor RFQ Entry Window
- ❒ RMA Entry Window
- ❒ Scheduling Window
- ❒ Service Planning Window
- ❒ Vendor Inquiry Window
- ❒ Infor VISUAL Quality Test Window
- ❒ Infor VISUAL Quality Work Order and Operation Input Window

Associating VMX Files to the Main VISUAL Application

For information on how to enter new file types, refer to your Windows documentation.

To associate file types, you must specify an action and an application used to perform that action.

For an action, enter **Open**.

For an application used to perform that action, enter the location of your main VISUAL application – VM.exe.

For example, if your VISUAL directory is located in a folder called VISUAL652, enter:

```
C:\VISUAL652\Vm.exe
```

After Windows verifies that you have entered the correct file path and name, it adds that file type to its list of recognized file types.

Now, when you attempt to open a .vmx file, Windows associates the action (Open) with the application (VM.exe) and performs the actions necessary to open the main VISUAL application.

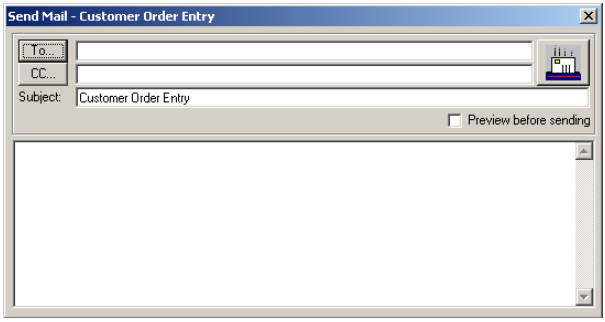
Sending VISUAL VMX Files

Applications that support the Sent To function include a Send To option on the File menu. Applications that support toolbars, also have a Send To toolbar button.

1. From the File menu of the application in which you are currently working, select **Send To** or click the **Send To** toolbar button on the main toolbar.

   Send To toolbar button.

   The Send Mail window appears.



2. Click the **To** button to select the E-mail address of the person to whom you are sending the information.

3. If appropriate, click the **CC** (Carbon Copy) button to select the E-mail address of the person whom you want to receive a carbon copy (CC) of the information/message.
4. If appropriate, enter a subject heading in the Subject field. The name of the VISUAL application you are using to send the document appears in the Subject field.
5. If you want to view the file/message before your mail program delivers it, select the **Preview before sending** check box.
6. Enter any necessary message or text in the below field.
7. Click the **Mail** button to send the file.

   If you selected the **Preview before Sending** check box, the file appears in a standard Windows mail format as the recipient will view it.

Receiving VMX Files and Messages

You can view the contents of a .vmx file by double-clicking the file as an attachment or saving it to somewhere on your work station and executing it from there. If you have associated the file and have access to the same database, the main menu automatically appears, followed by the appropriate application displaying the document.

Exporting Information to Microsoft Excel

There are many instances where you may find it helpful to be able to export information directly from a table in VISUAL to Microsoft Excel for further analysis. The following VISUAL programs support the export of information to Excel:

- Manufacturing Window
  - Costs:
    - Estimated Costs
    - Actual Costs
    - Projected Costs
  - Status
  - Labor Tickets
  - Material Issues
  - Service Dispatch and Receipts
  - Exploded Estimated Costs
  - Project Status (via right-click only)
  - Customer Order Status (via right-click only)
- Inventory
  - Material Planning Window
  - Cost Simulation
  - Part Maintenance Window:
    - Purchase History dialog
    - Where Used dialog (via right-click only)
- Scheduling Window
  - Resource Detail
- Sales
  - Customer Order Entry:
    - Selling History dialog
  - Order Management Window
  - Selling History dialog
- All Browse dialog boxes

In most cases, after you populate the window or dialog in which you are working, select **Send to Microsoft Excel** from the File menu. The Microsoft Excel program starts and populates the worksheet with your information.

Because some dialog tables do not have menus, you can access the export function from the right-click menu.

Searching for Information

The larger your database becomes the more important it is for you to understand how to search for specific information. Many of the fields have a search or browse button that you can click to open a list of information appropriate for the field. Because these lists can be extensive, you can refine the search to find the information you want. For example, if you click on the Part ID button, you can refine the search to shorten the list that appears, decreasing the time it takes to find the actual Part ID you want.

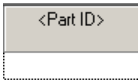
Searching for Information

Whenever VISUAL requires entry of an ID or other existing data, you have the option of using a browse table to search for and select the data as an alternative to manually entering it in the field. When this is the case, an icon appears next to the field name.

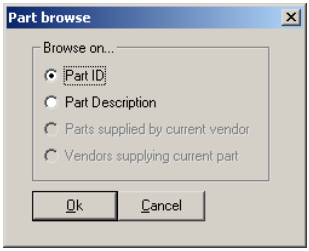
The button acts as the field label. For example, in the Part Maintenance window, the **Part ID** button labels the field and acts to open the browse table. When you click the button, a list of records appears.

When working in a table, the column header acts as the button and the title of the column appears in brackets to indicate you can use a browse table to select information.

For example, double-click the **<Part ID>** column header to access the part list.



In some cases, VISUAL prompts you to select how you want VISUAL to sort the information in the list with a dialog box.



Selecting data from a list helps to ensure accuracy, particularly if your database has many similar documents.

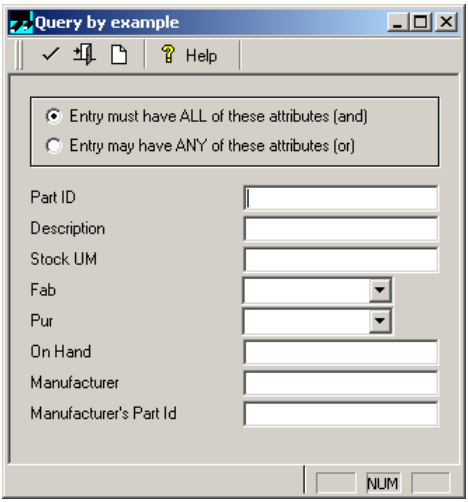
Searching Lists

Searching your database using a VISUAL browse table is an effective, time-saving technique, especially if you have a large database that contains hundreds of nearly-identical IDs.

All browse tables have a search function that lets you search on the fields in the table. To use this feature, click the **Search** toolbar button.

Search toolbar button.

The Query by Example dialog box appears.



To begin a search, enter search patterns to match in each of the fields of interest. You can use special characters—commonly known as wildcards—in these patterns.

There are two wildcards you can specify. Use the % character to indicate zero or more of any character in the position it is placed. Use the _ (underscore) character to indicate exactly one of any character in the position it is placed. VISUAL matches any other characters you enter exactly.

Consider the following examples for a Part ID, where the following actual Part IDs exist: B12, B1241, B1241-A, B1242, B2242, BC2241.

Query	Matches Parts	Will Match
B1241	Must exactly match B1241.	B1241
B12%	Starting with B12.	B12, B1241, B1241-1, B1242
%22_	Starting with any string, containing 22, and ending with two more characters.	B2242
B_242	Starting with B, having any second character, ending in 242.	B1242

When you enter strings into multiple fields, all fields must be matched to select an item. VISUAL will not use any field you leave blank in the search.

For example, when searching the Order ID table in Purchase Order entry, entering **`40%`** into the Order ID search field, and **`%Inc.`** into the Customer Name field produces a list of all customer orders where the Order ID starts with 40 and the Customer Name ends in Inc.

To start the search, click the **OK** button. The results of the search appear.

You can use the search feature multiple times to cut down a list one step at a time. Each time you click **Search**, VISUAL recalls the previous search entries.

Selecting a Search Item

You can do the following to select an item from the list:

❒ Double-click the item.

❒ Click the **OK** toolbar button. This saves the entire search set so that you can browse through the set using the Browse buttons.

❒ Click the **Select/Close** toolbar button. This does *not* save the search set. The Browse buttons appear grayed out in the application window.

OK button.

Select/Close button.

Using Advanced Browsing

Browsing is a convenient way to find items in a database when you have only a vague idea of any of its characteristics, or its name. VISUAL offers browsing for most base tables.

Advanced browsing allows you to:

- ❒ Launch browsing automatically.
- ❒ Query by example.
- ❒ Edit the layouts of the Browse table lists.
- ❒ Sort by any column instantly.
- ❒ Abort search result fetching.
- ❒ Print the browse result set.

To select Advanced Browsing options, select the appropriate option from the browse dialog Options menu or right-click on the table itself and select an option from the shortcut menu.

Using Automatic Browsing in Maintenance Windows

Use automatic browsing when you want to find an item in the table, but you only know the first few characters of the item name. With Auto Browse enabled, enter the characters you know in the appropriate field, then press the TAB key to move the cursor out of the field. VISUAL searches the database using the characters you entered, then presents a Browse table window that lists all of the items that match the characters you entered. If VISUAL finds only one matching item, it completes the current window with the information for that item.

For example, if you are searching for part RJ45 in Part Maintenance but you are unsure of the full part ID, you can enter **c** in the Part ID field, then press the TAB key to return a Browse table window with all Part IDs beginning with R.

You can then select **RJ45** from the table, then click the **Select** button or the **Select/Close** button to call the information into the Part Maintenance window.

Clicking the **Select** button saves all of the items in the Browse table search set so you can work with the search set again. For example, you may want to edit all parts starting with AX that have product code 912 and an on hand balance greater than 100. By clicking the **Select** button, you can call the information for a single item into the Maintenance

window, but you can still access the other items in the search set. Use the forward and backward buttons to scroll through the items in the search set. The down arrow presents the next item in the database, regardless of the search set.

Clicking the **Select/Close** button selects the current item but does *not* save the search set. Use the **Select/Close** button when you are only searching for and editing a single item.

When you click the **Select/Close** button to call the information into the Maintenance window, the forward and backward arrows are disabled. The search set is no longer available in the Browse table.

Enabling Auto Browse in Maintenance Windows

Auto Browse is off by default.

To enable Auto Browse:

From the Options menu of the Browse dialog, select **Auto Browse**.

You can also right-click in the Browse table window and select **Auto Browse** from the menu.

A check mark appears to the left of the menu selection indicating that you have enabled Auto Browse.

Using Automatic Browsing in Entry Windows

Automatic Browsing in the Entry application windows (from the Tools menu) is similar to the Auto Browse in the Maintenance windows. The Entry windows lack the down arrow, which allows you to scroll through database items not listed in the search results.

Customer Order Entry and Purchase Order Entry both allow you to insert new line items using **Browse** from the Edit menu. See those chapters for more information.

Enabling Auto Browse in Entry Windows

Auto Browse is off by default.

To enable Auto Browse:

From the Options menu of the Browse dialog, select **Auto Browse**.

You can also right-click in the Browse table window and select **Auto Browse** from the menu.

A check mark appears to the left of the menu selection indicating that you have enabled Auto Browse.

Using Automatic Browsing in the Manufacturing Window

Auto Browsing in the Manufacturing Window is a unique process. For more information, refer to the "Manufacturing Window" chapter of the User's Guide.

Using Query by Example

With query by example, you can type in examples of the data you want to locate in the database. This usually entails a combination of data fields in a single query. For example, you may want to find all purchased parts whose Part ID starts with C and has an on hand balance greater than or equal to 20. You can do this using query by example.

To query by example, using the example from above:

1. From the Parts Browse table in Part Maintenance, click the **Search** button in the toolbar, select **Search** from the Options menu, or right-click on the table itself and select **Search** from the menu.

   The Query by Example dialog box appears.

2. Enter the appropriate information in the data fields you want to use in the search. You can search the database by any combination of fields.

   You can use the following wild cards and operators:

   Percent sign (%) – Indicates zero or more of any character in that position.

   Underscore (_) – Indicates exactly one of any character in the position. VISUAL must match any other characters.

   Greater Than (>) – Indicates values greater than the one you enter.

   Less Than (<) – Indicates values less than the one you enter.

   Greater Than or Equal to (>=) – Indicates values greater than or equal to the one you enter.

   Less Than or Equal to (<=) – Indicates values less than or equal to the one you enter.

   Not Equal to (!=) – Indicates values that are not equal to the one you enter.

   Between (Parentheses) – Indicates values between the ones you enter. For example: ()AB translates to: "between A and B."

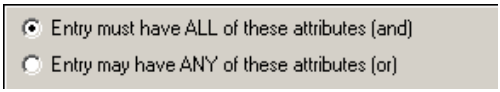
In this example, enter:

```
Part ID - C%

Pur (Purchased Part) - Yes

On Hand (Quantity On Hand) - >=20
```

3. Select the appropriate **And Or** option button.



To find those items that match ALL of the information you enter in the data fields, use the **Entry must have ALL of these attributes (And)** option button.

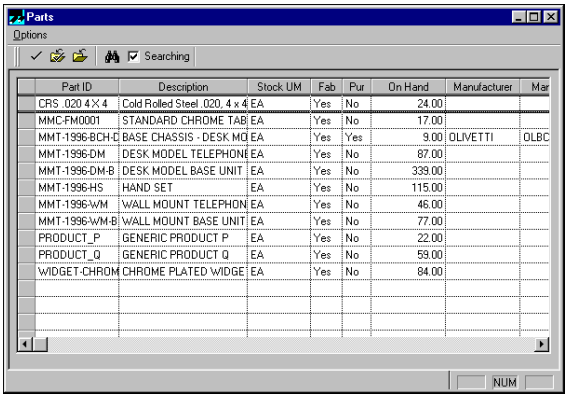
To find items that match ANY of the information you enter in the data fields, use the **Entry may have ANY of these attributes (Or)** option button.

In this example, you need to find items that match ALL of the information, so select the (And) option button.

4. To start the query, click the **OK** toolbar button.

You can watch the progress of the search at the far right of the toolbar. Click the **Stop** button to halt the search. The Browse table window appears with the items that matched the query.

In this example, VISUAL found one item that matches the search data. You can see the one purchased part having a Part ID beginning with C with a quantity over 20.


Parts
Options
Searching
Part ID | Description | Stock UM | Fab | Pur | On Hand | Manufacturer | Mar
CRS .020 4 X 4 | Cold Rolled Steel .020, 4 x 4 | EA | Yes | No | 24.00
MMC-FM0001 | STANDARD CHROME TAB | EA | Yes | No | 17.00
MMT-1996-BCH-D | BASE CHASSIS - DESK MO | EA | Yes | Yes | 9.00 | OLIVETTI | OLBC
MMT-1996-DM | DESK MODEL TELEPHONE | EA | Yes | No | 87.00
MMT-1996-DM-B | DESK MODEL BASE UNIT | EA | Yes | No | 339.00
MMT-1996-HS | HAND SET | EA | Yes | No | 115.00
MMT-1996-WM | WALL MOUNT TELEPHON | EA | Yes | No | 46.00
MMT-1996-WM-B | WALL MOUNT BASE UNIT | EA | Yes | No | 77.00
PRODUCT_P | GENERIC PRODUCT P | EA | Yes | No | 22.00
PRODUCT_Q | GENERIC PRODUCT Q | EA | Yes | No | 59.00
WIDGET-CHROM | CHROME PLATED WIDGE | EA | Yes | No | 84.00
NUM

5. Select the appropriate item from the list, then click the **OK** or **Select/Close** toolbar buttons.

Select/Close toolbar button.

To save all of the items in the Browse table search, click the **OK** button.

To select the current item but NOT save the search set, click the **Select/Close** button.

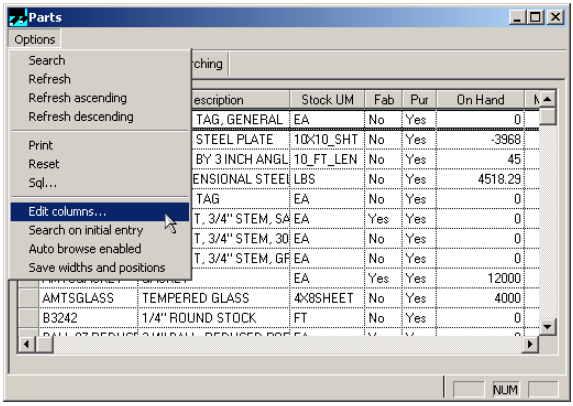
To view a helpful list of Query by Example Search Syntax, click the **Help** toolbar button.

Editing Browse Table Column Layouts

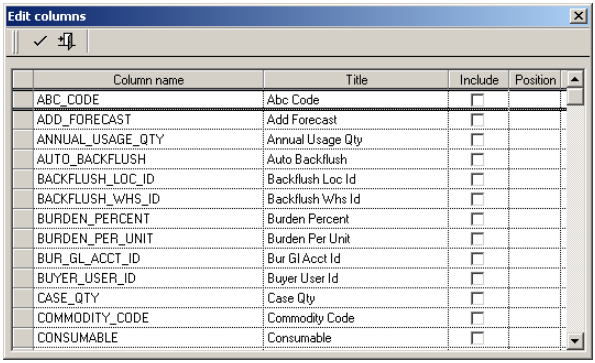
You can set the position, width, title, and visibility of columns.

To edit Browse table column layouts:

1. From the Browse window's Options menu, select **Edit Columns** or right-click in the Browse window and select **Edit Columns** from the menu.



The Edit Columns dialog box appears.



The Edit Columns dialog box displays the list of columns available, the column titles, check boxes for including columns in the table, and the position of the columns in the table.

2. Make the appropriate edits to the columns.

   To add a column to the table, click the **Include** check box, then enter a position in the Position column. This assigns the column's placement in the table, numbered from left to right.

   To remove a column from the table, clear the **Include** check box.

   To change the order of the columns, change the numbers in the Position column as appropriate.

   VISUAL places a check mark to the left of the Column Name, indicating that you have edited that column.

   You can also change a column's title by clicking in the **Title** field and entering a new name.

3. Click the **OK** toolbar button to apply the changes to the Browse table.

   To close the dialog box without making any changes, click the **Exit** toolbar button.

   Exit toolbar button.

   VISUAL refreshes the Browse table to display your changes.

Resizing Browse Window Columns

In addition to adding and removing columns and assigning column position in the Browse window, you can also adjust column widths:

1. Place the pointer on the separator between two column headers.

   The pointer changes to a double-arrow with a vertical line, indicating movement of the divider between the columns.

2. Click and drag the separator to resize the column.

   VISUAL resizes the column as you drag the dividing line.

3. From the Options menu, select **Save Widths and Positions** or right-click on the table and select **Save Widths and Positions**.

Sorting by Visible Columns

You can click on any visible column to initiate a sort of the data in the list by that column. You can sort the data by each column in either ascending or descending alphabetical order.

For example, in Part Maintenance you can sort parts alphabetically by Part ID, the part name, or even by the part's on-hand quantity. VISUAL sorts the information according to the column you have selected. In the example below, sorting parts in ascending order by on-hand quantities places parts with an on-hand quantity of 0 at the top of the list and parts with increasing on-hand quantities further down the list.

To sort by column:

1. For the column on which you want to sort, click on the column header.

   VISUAL highlights the column.

2. From the Options menu, select **Refresh Ascending** or **Refresh Descending**.

Stopping the Searching Process

If you have a large database, VISUAL can take a long time to compile your query results. Advanced browsing provides a **Stop** toolbar button for stopping queries.

While VISUAL is compiling your query results, a **Stop** button appears along with a count of the number of matching items VISUAL has found. To stop the process, click the **Stop** toolbar button.

When not compiling search lists, the **Stop** button is not visible.

Printing the Browse Result Set

To print data in the result set:

1. From the Options menu, select **Print**, or right-click in the Browse window and select **Print** from the menu.

   A standard Print dialog box appears.

2. Enter the appropriate information then click the **OK** button.

   VISUAL prints the result set.

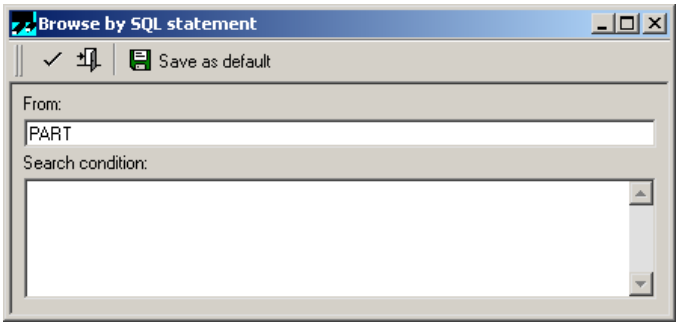
   Although only five columns print, you can change the QRP files (VMBRWRP1.QRP and VFBRWRP1.QRP) to display more columns.

Browsing by SQL Statement

You can browse the database by SQL statement.

1. In the Browse window, select **SQL** from the Options menu or right-click on the table itself and select **SQL** from the menu.

The Browse by SQL Statement dialog box appears.



2. Enter the SQL statement you want to use for your search in the Search Condition field.

   If you reference more than one table in your SQL statement, you must include logic to link the tables. If you do not include joining logic in the statement, the result is a Cartesian product.

   Cartesian Product – Without joining logic, all possible combinations of rows from each table appears in the result. The number of rows in the Cartesian product is equal to the number of rows in the first table times the number of rows in the second table, and so on. A Cartesian product is the first step in joining tables. Once the Cartesian product has been formed, the rows that do not satisfy the join conditions are eliminated.

   Without joining logic, a join of two tables each containing 10 objects, yields a result set of 100. With joining logic introduced into the statement—two tables joined by a common column—the result set is 10.

3. To begin the search, click the **OK** toolbar button.

   Click the **Save as Default** toolbar button to save the SQL statement as the default statement. This statement will appear in the Search Condition field the next time you choose to browse by SQL statement.

   After you click the **OK** toolbar button, VISUAL returns the results to the Browse window.

Searching on Initial Entry

By selecting Search on Initial Entry, you specify that you want the Query by Example dialog box to open when you initiate a search. Normally, you would have to click the **Search** toolbar button to view the Query by Example dialog box.

Select **Search on Initial Entry** from a browse dialog Options menu or from the menu when you right-click on a browse table. VISUAL indicates your selection with a check mark.

For example, to search for all employees with an Employee ID starting with the letter J, enter **J** in the Employee ID field and press the TAB key. VISUAL opens a Browse window populated with all employees with IDs starting with J.

Specifications and Notations

Specifications and Notations are tools that allow you to attach free-form text to Infor VISUAL Financials documents.

Specifications allow you to enter a block of text to associate with an order, line item, or other item. These are generally meant to convey information about the order itself, to be used in production and communicated to the customer or vendor.

Accessing Notations and Specifications

You can add Specifications to the following Infor VISUAL Financials documents. VISUAL attaches order specifications to the whole order, while line specifications are unique to an order line item:

Document	VISUAL Application
Quote	Estimating Window
Quote Line Item	Estimating Window
Customer Order	Customer Order Entry, Shipping Entry
Customer Order Line Item	Customer Order Entry, Shipping Entry
Packlist	Shipping Entry
Purchase Order	Purchase Order Entry, Purchase Receipt Entry
Shipper	IBT Shipping Entry
Receiver	IBT Receipt Entry
Purchase Order Line Item	Purchase Order Entry, Purchase Receipt Entry
Vendor RFQ	Vendor RFQ Entry
RFQ Line Item	Vendor RFQ Entry
Progress Bill	Progress Billing Entry
Progress Bill Line Item	Progress Billing Entry

You can access these specifications through separate Specifications windows. Other objects, such as work order operations, also have specifications. These specifications appear in the editing windows and function exactly like other data fields.

Notations allow you to keep internal notes about customers, vendors, orders, and other objects. They allow a running dialog or commentary where each separate entry is date and time stamped. Notations are purely an internal tool, and do not appear on any outgoing paperwork. In this way, they are different from specifications.

You can associate Notations with the following Infor VISUAL Financials objects:

Object	Applications Where Notations are Accessible
Customers	Estimating Window, Customer Order Entry, Progress Billing
Quotes	Estimating Window
Customer Orders	Customer Order Entry, Progress Billing
Packlists	Shipping Entry
Work Orders	Manufacturing Window
Vendors	Purchase Order Entry, Vendor RFQ Entry
Purchase Orders	Purchase Order Entry
Request (RFQ)	Vendor RFQ Entry
Parts	Manufacturing Window

Edit Notations and Specifications in pop-up text windows. You can access this text windows in the following ways:

Toolbar Buttons

Some applications that access notations or specifications have one or more buttons on the toolbar at the top of the window to access notations. For example, Customer Order Entry has **Customer Notations**, **Order Notations**, and **Order Specifications** buttons. Access line specifications through a **Line Specifications** button located on the table toolbar.

Notations Menu

Most applications that access notations have a Notes menu. This menu contains options to view the different types of notations and specifications available. This menu also contains options for controlling the appearance of notations and specifications.

Manufacturing Window

In the Manufacturing Window, you can access **Work Order Notations** and **Part Notations** from the File menu.

When you start notations and specifications, a small text window appears. These windows are non-modal, meaning that you can choose to leave the window showing all the time without closing it to continue editing in the main window. As you change orders, customers, packlists, or other objects, the associated notations and specifications automatically appear into the window. This makes the notations window act as a field of the main editing window.

Showing Multiple Notations & Specifications Windows

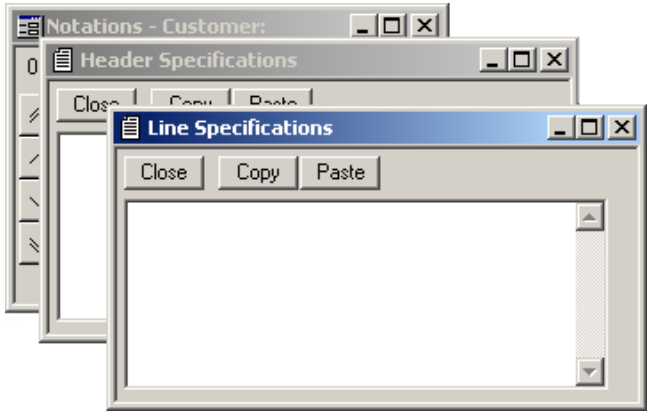
You can have multiple notations and specifications windows open at the same time. For example, in Purchase Order Entry, you can show Vendor Notations, Order Notations, and Order Specifications simultaneously. You have two options to manage how these windows appear: tiling and cascading.

Tiling Notations/Specifications

VISUAL stacks all open notations and specifications windows vertically on the right side of the screen, so that each window is fully uncovered.

Cascading Notations/Specifications

Starting at the top-left of the screen, VISUAL stacks all open notation and specification windows one on top of the other, each one shifted down and to the right. You can see the title bar of each window. To use a window, click on its title bar to move it to the front. This option is useful when you do not have a large amount of screen space.



Resizing Notations and Specifications Windows

You can resize Notations windows to any size. The text portion of the window grows or shrinks in both directions.

Saving Notation and Specification Window Positions and Sizes

You can choose to have the size and position of these windows permanently saved in the VISUAL.ini file for the workstation. VISUAL saves the new position each time you move them.

To control this option, select **Notation Preferences** from the Notes menu. To save the window positions and sizes select the check boxes. If the boxes are not checked, VISUAL does not save the sizes/positions.

Working With Specifications

Specifications appear in text windows. You can edit specifications and use the **Copy** and **Paste** buttons when necessary. VISUAL saves the specifications whenever you save the associated document.

Working With Notations

Although Notations windows look similar to specification windows, they are quite different. VISUAL tracks all notation entries you make, date and time stamping the entry each time you make changes. The total number of entries appears in the upper left corner.

Viewing Notations

When you open a Notation window, you are in view mode. Notations are listed from the most recent entry to the oldest, each preceded by its time stamp. You can scroll up and down using the scroll bar to view all of the notations.

Adding Notation Entries

To add a new notation:

1. Click the **New** button.

   The notation window clears, and the current date and time appear. This is the time stamp for the new notation.

2. Type your text into the Notes window.

   Use Windows cut, copy, and paste whenever necessary.

3. Click the **Save** button to save the new entry.

Modifying Notation Entries

To modify a notation, you must first navigate to the entry you want to change. To move to the latest entry, press the double-up-arrow button. To move to the oldest entry (entry number 1), press the double-down-arrow button. To move back an entry, press the single down-arrow button. To advance forward an entry, press the single up-arrow button.

When you reach the entry you want to modify, click on the **Edit** button. The window becomes editable, and you can make any necessary changes. Click on the **Save** button to save the changes.

Deleting Notation Entries

To delete an entry, navigate to it, then click the **Delete** button. VISUAL marks the entry for deletion. The next time you click the **Save** button, VISUAL permanently deletes the marked entries.

To unmark a deletion before saving, select the entry and click the **Delete** button again.

Reporting

VISUAL has three types of reports:

General Reports – General reports are available from VISUAL's main window and are located under the menu to which they are related. For example, the Customer Backlog Report appears on the Sales menu.

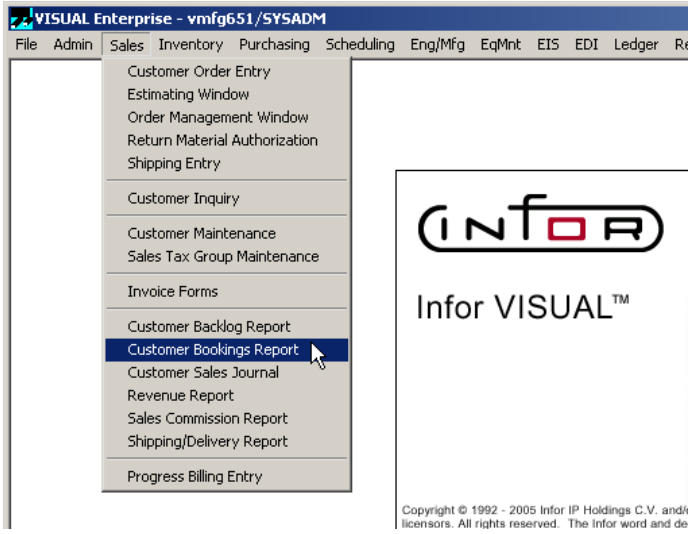
Specific Reports – Many of the windows in VISUAL have specific reports that you cannot access from anywhere else. For example, you can only print Acknowledgments and Customer Orders from the Customer Order Entry window.

User-defined Reports – Most VISUAL programs support user-defined reports. You can create user-defined reports containing any related information you want.

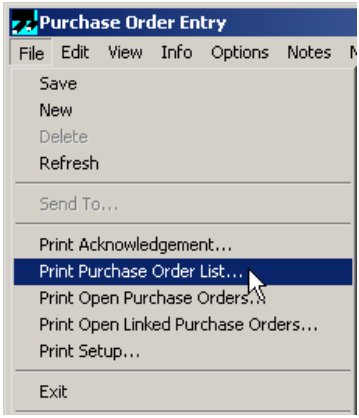
Many reports support the viewing of your data in Print, On-screen, or Electronic formats.

Accessing Reports

To access general reports, in VISUAL's main window, click the menu that relates to the report you want to print and click on the report name.



To access specific reports, open the window that relates to the report you want to print and select the report you want from the File menu.



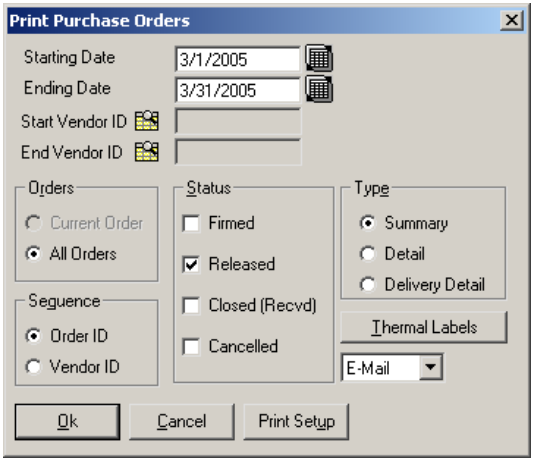
Printing Reports

When you print reports, it is important for you to understand the information that will appear in the report. Most Report dialog boxes give you the option to specify ranges for your report information—for example, Starting and Ending Dates.

If you have a large database with many records, you may want to carefully specify ranges for your report information. Otherwise, you may end up printing very large reports when you are only interested in a small amount of specific information. For example, if you have more than 10,000 parts in your database but only want your report to cover those you purchase from a certain vendor, you can tailor your report to print the information you want.

For example, the Print Purchase Orders dialog box allows you to specify ranges for the following:

- ❒ Starting and Ending Dates
- ❒ Starting and Ending Vendor IDs
- ❒ Purchase Orders
- ❒ Order Status
- ❒ Depth of detail



After you select the various ranges for the information in your report, select where you want to output your report. You can select the following options:

Print – Use the Print option to send your reports to a printer.

View – Use the View option to send your report to a report view application so you can see the report on screen.

File – Use the File option to send the report to a text file and save it to your computer.

E-mail – Use the E-mail option to create a text file and attach it to an e-mail.

Receiving VISUAL QRP Files in Rich Text Format

You can view the contents of a .rtf (Rich Text Format) file by double-clicking the attachment or saving it to your work station. The application associated with the file type .rtf opens the file.

Using User Defined Reports

Most of VISUAL's application windows support the use of user defined reports. Using Seagate Crystal Reports®, you can create and modify reports to fit your individual company needs.

For more information on creating user defined report templates, refer to the *Infor VISUAL Financials User's Guide*.

Running User Defined Reports

After you create reports from your VISUAL report templates, the name of each report appears in the Edit list. Only the reports you associated with the module you are running appear in the Edit list.

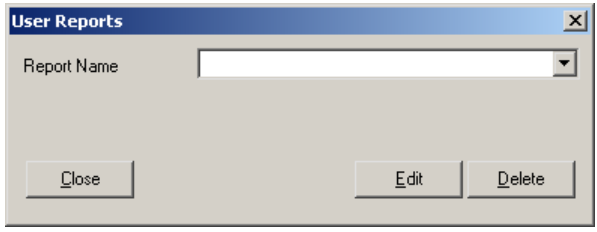
Running Reports Using Crystal Reports Version 10

Crystal Reports Version 10 requires that you connect to a common server to run reports, even if you run reports that reside on your local computer. If necessary, ask your system administrator to create an account for you on the appropriate server.

To run your user defined reports:

1. Open the VISUAL module in which the report resides.
2. From the User Reports menu, select **Edit**.

The User Reports dialog box appears.



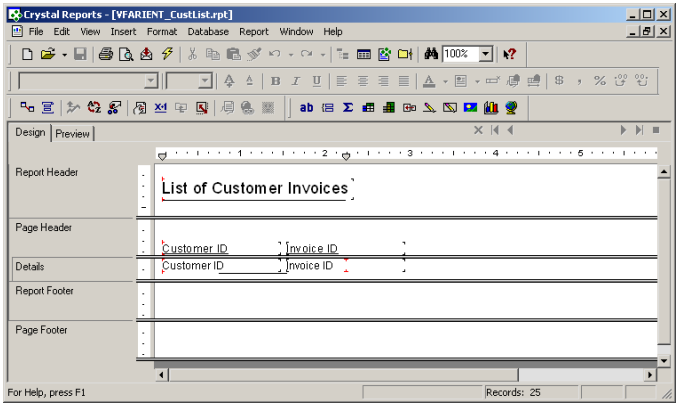
3. Click the **Report Name** drop-down arrow and select the report you want to use from the list.

4. Click the **Edit** button.

   Crystal Reports starts, and a Server Log On dialog box appears.

5. Enter the appropriate log on information.

   After you have logged on, the report you selected appears in the window.



6. Click the **Preview** tab.

   Crystal Reports populates your report with current information from your database.

   When you are satisfied with the layout of your report and the information it contains, you can choose from many options to output your report. For more information on printing and exporting reports, refer to the Crystal Reports documentation.

Chapter 5

Vendor Maintenance

Vendor Maintenance

Use Vendor Maintenance to enter and maintain the vendor information within your database. Although you do not need to enter information in all of the fields in the Vendor Maintenance window, it is to your advantage to supply as much information as possible. VISUAL populates information in other modules of the system using the information you enter here.

VISUAL has been enhanced to incorporate multi-currency issues related to the Euro. VISUAL provides for currency default input areas, therefore making the software package more seamless and effective.

The master file in Infor VISUAL Financials Vendor Maintenance and Vendor Maintenance in the VISUAL Financial Payables module are the same. Use the module for entering, deleting or editing:

- ❒ General information
- ❒ Contact and Alternate Contact information
- ❒ Accounting information
- ❒ Currency default information
- ❒ Assigning user definable field labels
- ❒ Creating and maintaining multiple purchasing addresses
- ❒ Shipping and Remit To Addresses
- ❒ Payment information
- ❒ Vendor Bank information
- ❒ Withholding Codes

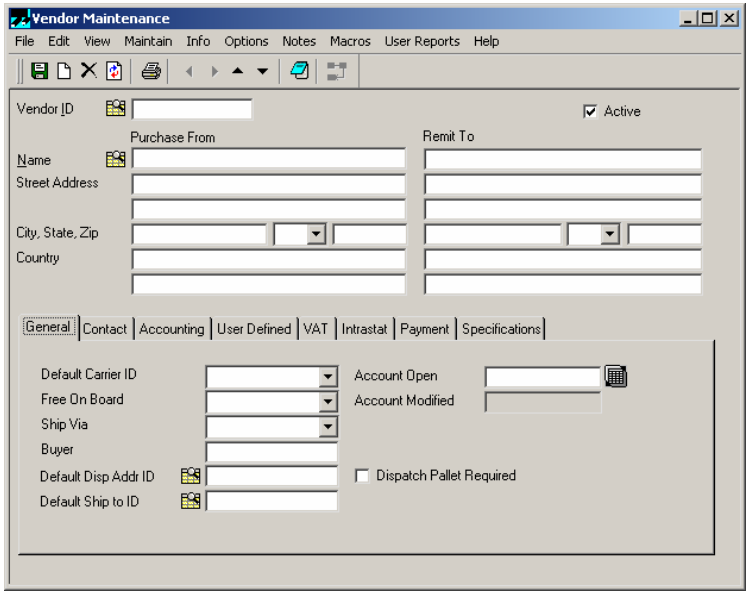
Accessing the Vendor Maintenance

The Vendor Maintenance window is accessible from the main menu under the **Purchasing** or **Payables** menu option.

To access the Vendor Maintenance window:

Select the **Purchasing** or **Payables** menu, then select the **Vendor Maintenance** menu option.

The Vendor Maintenance window appears.



Adding Vendors

Use Vendor Maintenance to add vendors to your database.

1. Click the **New** button to create a blank vendor window.

   When you first start the Vendor Maintenance window, the Vendor ID field is active by default.

   The General, Contact, Accounting, User Defined, and Intrastat tabs appear at the bottom of the window. You can access these areas by clicking on the appropriate tabs.

   Note: *You can minimize adding information manually if there is a vendor in the database that closely matches the new vendor you are adding.*

   - ❒ *Click the* **Browse** *button to choose the vendor that closely matches the vendor information you want to add.*
   - ❒ *Change the ID of the existing vendor to the ID for the new vendor. This will not affect the existing vendor information because an ID cannot be changed once it is created.*
   - ❒ *Edit the information in the newly created vendor file to match the new vendor information (refer to Editing Vendor Information later in this chapter). Be sure to edit information in all sections.*

   Select the **Save** *button to add the new vendor to the database.*

2. Enter the unique Vendor ID in the Vendor ID field.

   This field is alphanumeric and can be up to 15 characters in length.

   To see a list of existing Vendors by ID, click the **Browse** button, or after you have populated the window with a vendor, you can use the arrow button to browse other existing vendors sequentially.

3. Enter the name of the vendor in the Name field.

   To see a list of existing Vendors by name click the **Browse** button, or after you have populated the window with a vendor, you can use the arrow button to browse other existing Vendors sequentially.

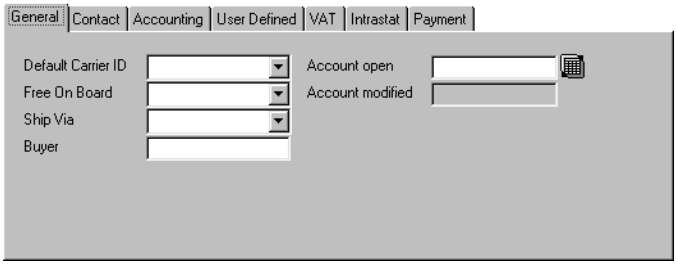
4. Enter the vendor's street address, city, state, zip code, and country information in the appropriate fields.

5. Enter the remit to information in the Remit To field. Complete the Remit to fields if the vendor uses a different address for payments. If you leave this section blank, VISUAL uses the Purchase From address to generate payments.

   You can enter a different address, or multiple Remit To addresses if necessary. To access the Remit To Addresses feature, you must first save the new vendor record, then select **Remit To Addresses** from the **Edit** menu of the Vendor Maintenance window.

6. Click the **General** tab, if necessary.

   The General tab information appears.



7. Enter the following information in the General tab.

   Default Carrier ID - Click the down arrow to choose a default commercial transport carrier from the list for this vendor.

   Free On Board - Free on board codes determine at what point in the shipping process the customer must take responsibility for shipping fees for the goods your company is shipping. Click the down arrow to choose a FOB entry. You can also enter your own free on board by highlighting the field and entering the information. Field entry is not required.

   Ship Via - Ship Via is the method by which orders are shipped from this vendor. Select the down arrow to choose the appropriate entry. You can also enter your own shipping method for this vendor by highlighting the field and entering the appropriate information. Field entry is not required.

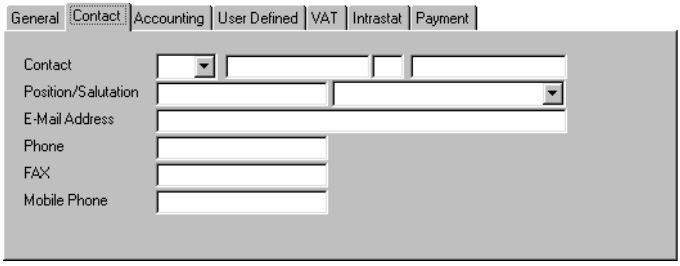
   Buyer - Enter the name of the purchasing agent from your company who is responsible for making purchases from this vendor. This allows you to print material netting reports by Buyer. See Chapter 19 for more information. Field entry is not required.

Account Open - Enter the date this account opened, or select an account date by clicking the **Calendar** button located beside the field.

Account Modified - VISUAL automatically updates this field.

8. Click the **Contact** tab.

   The Contact tab appears.



9. Enter the following information in the Contact tab.

   Contact - Enter the name of the principal contact at the vendor. Click the down arrow to choose the appropriate honorific for the contact. You can also enter your own title. Tab to subsequent fields and enter the contact's first name, middle initial and last name. VISUAL supports multiple contacts on the Purchase Order. Field entry is not required.

   Position - Enter the employment position of the contact. Field entry is not required.

   Salutation - Enter the salutation/greeting that you want to use for the vendor contact. Select the down arrow to choose the appropriate entry. You can also enter your own salutation/greeting by highlighting the field and entering the appropriate information. Field entry is not required.

   E-Mail Address - Enter the e-mail address of the contact. You can enter up to 50 characters. Field entry is not required.

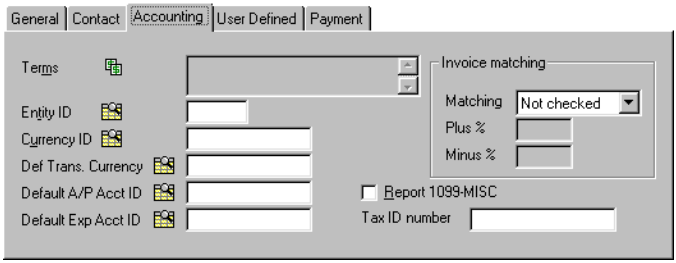
   Phone - Enter the area code and phone number of the contact. Field entry is not required.

   FAX - Enter the area code and FAX number of the contact. Field entries not required.

   Mobile Phone - Enter the Mobile Phone number of the contact. You can enter up to 20 numeric characters in this field. Field entry is not required.

10. Click the **Accounting** tab.

    The Accounting tab appears.



11. Enter the following information in the Accounting section of the Vendor Maintenance window.

    Terms - Click the **Terms** button to specify the standard terms extended by the vendor as used in VISUAL Financial's A/P Invoicing/Payment. Refer to "Setting Purchasing Terms" later in this chapter to add terms to your new vendor record.

    Entity ID - You can keep separate financial information for different entities in the same database. If you leave this field blank, VISUAL defaults to the default manufacturing entity. To choose an Entity ID, click the **Browse** button. VISUAL provides the capability for multi-entity tracking.

    Currency ID - Select a currency for this vendor. This is the vendor's native currency. You can select any of the currencies set up in your database; VISUAL maintains the exchange rate. Click the **Browse** button to display the list and select the entry you want.

    Default Transaction Currency - VISUAL automatically supplies the information in this field to the Purchase Order as well as the A/P Invoice Entry. This field is a default setting. It is optional and can be overwritten. To select another default transaction currency, select the **Browse** button.

    Default A/P Acct ID - Use this field to edit the vendor default payables account. This references the entries made to the A/P Invoice Entry window. Click the **Browse** button to select a Default A/P account ID.

    Default Exp Acct ID - Click the **Browse** button to edit the vendor default expense account. This references the entries made to the Purchase Entry window for non-linked Purchase Orders.

    Invoice matching - Click the down arrow to select the invoice matching method. Choose from **Exact**, **Range,** or **Not checked**.

- ❒ **Exact** - Purchase order must equal A/P voucher.
- ❒ **Range** - Shows range between Purchase order and A/P voucher. Does not permit saving built in cross-checks.
- ❒ **Not checked** - Purchase order could differ from A/P voucher.

If you select the Range option, the following fields become active.

- ❒ **Plus %** -You can make an entry in this data field only if you select the Range option for Matching. Shows range between Purchase Order Receiver and A/P Voucher. Specify the allowed Upper Percentage limit for the A/P Invoice line for this vendor. Default value is zero.
- ❒ **Minus %** -You can make an entry in this data field only if you select the Range option for Matching. Shows range between Purchase Order Receiver and A/P Voucher. Specify the allowed Lower Percentage limit for the A/P Invoice line for this vendor. Default value is zero.

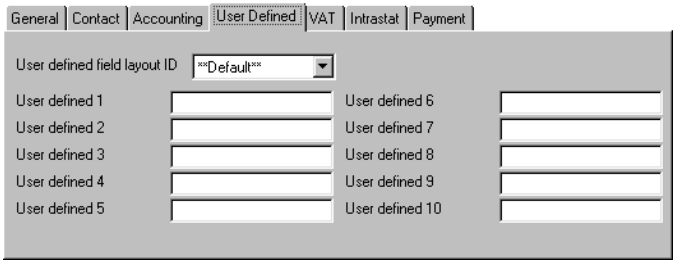
12. If you use VAT or Intrastat, these two fields are NOT viewable. VAT and Intrastat can be enabled or disabled in Application Global Maintenance from the **Admin** menu. For more information on enabling or disabling VAT and Intrastat, refer to your *Infor VISUAL Financials User's Guide*.

    Report 1099-MISC - This check box allows you to mark a vendor as a 1099-MISC vendor. This allows you to quickly generate 1099-MISC information at the end of the year.

    Tax ID Number - This can be the company's Tax ID number or subcontractor's social security number for the vendor. This is not a required field, however, if you want to generate the 1099-MISC report information at the end of the year, the Tax ID number is required.

13. Click the **User Defined** tab.

    The User Defined tab appears.

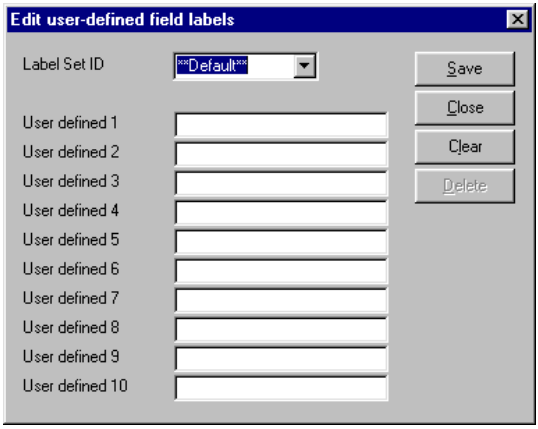


To enter additional information for the vendor in any of the ten user defined fields.

Click the down arrow beside the User Defined Field Layout ID field to apply a field layout to the User Defined tab.

14. To create a user defined field layout, select **User-defined Field Labels** from the **Options** menu of the Vendor Maintenance window.

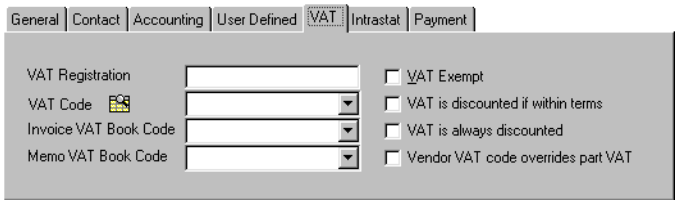
The Edit User Defined Field Labels dialog box appears.



- ❒ Enter the name of the user defined fields in the Label Set ID field.
- ❒ Press the TAB key on your keyboard to enter the name of each user defined field. You can create up to 10 fields.
- ❒ When you are finished, click the **Save** button to save your field layout.
- ❒ To clear all user defined fields, click the **Clear** button. To delete the user defined layout, click the **Delete** button.
- ❒ To close the window and return to the Vendor Maintenance window, click the **Close** button.

15. If you use VAT and have VAT enabled in Application Global Maintenance, click the VAT tab.

The VAT information appears.



See your *Infor VISUAL Financials User's Guide* for more information on enabling VAT.

16. Enter the following information in the VAT tab.

VAT Registration - Enter the Vendor's VAT Registration number.

VAT Code - Click the Browse button or click the down arrow to select the appropriate VAT code for the selected vendor. You can enter the VAT code in the field provided as well.

Invoice VAT Book Code - Click the down arrow to select the Invoice VAT Book Code from the list or enter the code in the field provided.

Memo VAT Book Code - Click the down arrow to select the Memo VAT Book Code from the list or enter the code information in the field provided.

VAT Exempt - Select this check box if the vendor is VAT exempt.

VAT Is Discounted If Within Terms - Select this check box if payment is made within the terms for discount, VAT is discounted.

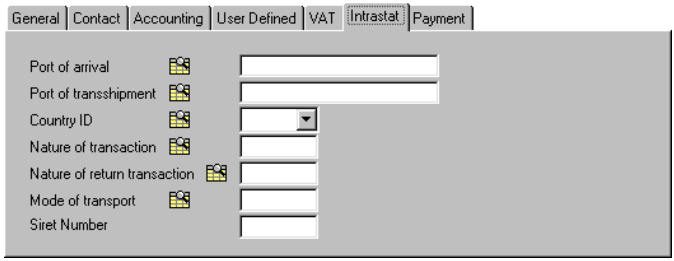
VAT Is Always Discounted - Select this check box if VAT is always discounted whether payment is make within terms or not.

Vendor VAT Code Overrides Part VAT - Select this check box to override any part that contains a VAT code with the VAT code entered for this vendor.

17. Click the **Save** toolbar button.

18. If you use Intrastat and have Intrastat enabled in Application Global Maintenance, click the **Intrastat** tab.

The Intrastat information appears.



See your *Infor VISUAL Financials User's Guide* for more information on enabling Intrastat.

19. Enter the following information in the Intrastat tab, if applicable.

Port of Arrival - Click the **Browse** button to select the port of arrival for this vendor.

Port of Transshipment - Click the **Browse** button to select the location from which goods are shipped for this vendor.

Country ID - Click the **Browse** button to select a country ID for the vendor.

Nature of Transaction - Click the **Browse** button to enter the nature of transaction for this vendor.

Nature of Return Transaction - Click the **Browse** button to choose the nature of the return transaction for this vendor.

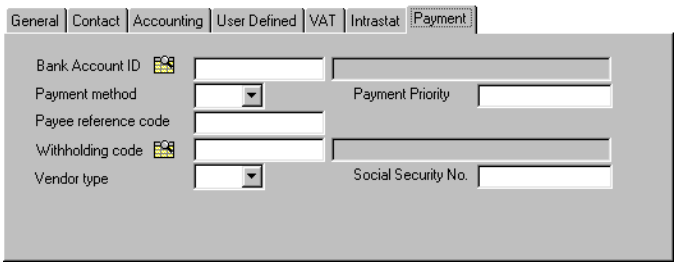
Mode of Transport - Click the **Browse** button to choose a method by which goods are delivered to the vendor's port of arrival.

Siret Number - A siret number is a French company ID number. Enter the Siret Number in the field provided.

20. Click the **Save** toolbar button.

21. Click the **Payment** tab to set electronic payment information for vendors.

    The Payment tab information appears.



22. Enter the following information in the Payment tab.

    Bank Account ID - Click the **Browse** button to select a bank account ID from the list, or enter the bank account ID in the field provided. Refer to "Entering Vendor Bank Information" in this chapter for more information on creating and maintaining Bank Account IDs.

    VISUAL automatically populates the field to the right of the Bank Account ID field with the Bank Account description when a Bank Account ID is selected.

    Payment Method - Click the down arrow to select the appropriate payment method, or enter the payment method in the field provided. Choose from **File**, **BACS**, or **Check**.

    Payee Reference Code - This is for use with on-line bank payments. If you enter a number here, you usually do not have to send any other vendor bank information when making a payment.

Withholding Code - Click the **Browse** button to select the vendor's withholding code from the list, or enter the information in the field provided. Refer to "Entering Vendor Withholding Codes" in this chapter for more information on creating and maintaining withholding codes.

VISUAL automatically enters the withholding code description in the field to the right when a withholding code is selected.

Vendor Type - Click the down arrow to select the vendor type from the list, or enter the vendor type in the field provided. Choose from **Company** (C) or **Person** (P).

Payment Priority - Enter the priority of the vendor payment scheduling for use in defining or setting up a schedule.

Social Security Number - Enter the Vendor's social security number in the field provided.

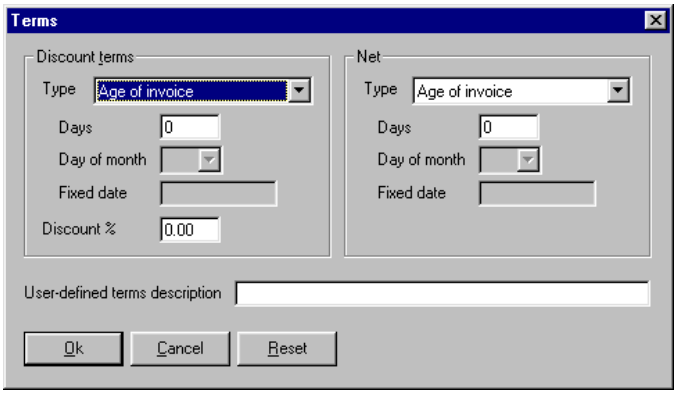
23. Click the **Save** toolbar button to save the Payment information.

Setting Purchasing Terms

Create or modify purchasing terms for a vendor in the Vendor Maintenance window.

1. If necessary, click the Vendor ID field to select the appropriate vendor.
2. Click the **Terms** button in the Accounting section of the Vendor Maintenance window.

   The Terms dialog box appears.



   Discount Terms and **Net** group boxes offer the same term options. However, VISUAL treats payment transactions differently if the payment is recorded within the time frame specified in the **Discount terms**. If your vendor offers a discount to promote early payment for your company, then the **Discount terms** section allows you to define the terms within which you want to instruct VISUAL to automatically apply a discount on payments. The **Net** terms generally determines when the invoice becomes due for payment. VISUAL does not automatically reward payments applied beyond the **Discount terms** time frame with a discount, but the discount could be manually applied.

3. Choose from one of the following types in the Type field, then enter the appropriate information associated with the type you select. Click the down arrow to select a type.

   The type expresses the basis upon which the terms are calculated. Valid options include **Age of Invoice; Day of Month; Specified Date; Invoice Age, Day of Month;** and **EOM, No. of Day**s. Depending on the type selected, you will be required to specify information in one or two of the fields labeled **Days, Day of month,** or **Fixed dat**e.

Age of Invoice - If you select **Age of Invoic**e, then you must also enter a number the days in the Days field. The intent is to determine the number of days from the invoice date, within which VISUAL is to apply the discount when set in the **Discount terms** section, or within which the invoice is due for payment when set in the **Net** section.

For example, if the Discount Terms type is set to Age of invoice, the days set to 10, and the Net is set to Age of invoice with days set to 30. Then an invoice dated January 5 th would be due by February 4, which is the 30 th day following the invoice date, and VISUAL would automatically apply a discount if payment were recorded on or before January 15, as this would fall within the 10 days discounted terms.

Day of Month - If the type field is set to **Day of Mont**h, you will be required select from the Day of month field. This combination applied to the Discount Terms indicates that the invoice qualifies for a discount if payment is recorded on or before the next occurrence of the day of month specified. When applied to Net, this combination determines that this invoice will be due for payment on the next occurrence of the day of month specified.

For example, let's assume a Discount Terms Type set to Day of month and the day of the month is 10. The Net is also of Type Day of month, and the day of month is 25. In this case, an invoice issued on January 5 th will be discountable if paid by January 10 th , and become due by January 25 th . Setting the terms as this example illustrates, any invoice dated between the 10 th and the 25 th of a month would automatically fall outside the discount terms and be due on the 25 th .

Specified Date - If the type field is set to **Specified Dat**e, you will be required to enter a date in the Fixed Date field. When applied to Discount terms, VISUAL will automatically calculate and apply a discount to any payment applied on or before the specified date. When applied to Net, it indicated the date by which payment must be received in order to remain within terms.

For example, an invoice dated January 15, 2001 conforming to Discount terms Type of Specified Date with a Fixed date of 04/01/01, and Net of Specified Date with a Fixed date of 05/01/01, would be granted a discount percent as specified in the Discount % field if the payment is recorded on or before 04/01/01, while the invoice would become due for payment on 05/01/01.

Invoice Age, Day of Month - If you select **Invoice Age, Day of Month** in the Type filed, then you will be required to enter a number in the Months field, and you will also be required to select a from the Day of Month field. The intent is to determine the first occurrence of a specific day of month, but this after the invoice has reached a certain number of months. When set in the **Discount terms** section VISUAL is to apply the discount upon payment, if received on or before the calculated date for discount. The invoice is due for payment on the date calculated by the terms set in the **Net** section. For example, consider Discount terms Type set to Invoice Age, Day of Month, the Months set to 1 and Day of month to 10; Net set to Invoice Age, Day of Month with Months 1 and day of month 25. An invoice dated January 5 th would become due on the 25 th of February (1 month from January 5 th is February 5 th, and the first occurrence of the 25 th of a month is in February). If payment were received by February 10 th , then VISUAL would automatically apply discount to the payment for this invoice.
EOM, No. of Days - If you select **EOM, No. of Days** in the Type filed, then you will be required to enter a number in the Months field, and you will also be required to select a from the Day of Month field. The intent is to set the day and the month when the invoice is due. When set in the **Discount terms** section VISUAL is to apply the discount upon payment, if received on or before the calculated date for discount. Yet, the invoice is due for payment on the date calculated by the terms set in the **Net** section.

For example, consider Discount terms Type set to EOM, No. of Days, the months set to 1 and the Day of month set to 10; Net set to EOM, No. of Days with Months set to 1 and Day of month 25. An invoice dated January 5 th would become due on the 25th of the following month, hence on February 25th. If payment were received by February 10 th , then VISUAL would automatically apply discount to the payment for this invoice.

Note: *You can select different term type in Discount terms than in Net.*

4. Click the **OK** button to save the terms and return to the Vendor Maintenance window.
5. Click the **Cancel** button to exit the window without selecting terms.

The terms appear in the window next to the **Terms** button.

At any time, you can click the **Reset** button in the Terms window to revert back to the previous Term settings.

Editing Vendor Information

You can edit or modify vendor information whenever necessary.

1. From the Vendor Maintenance window, click the **Browse** button and select a vendor from the list. For information on navigating through browse windows, refer to the "Concepts & Common Features" chapter.
2. Make any necessary changes to the vendor information.
3. Click the **Save** toolbar button to save your changes.

Changing the Active Status of Vendors

By making a vendor's account Inactive you can hide it so that your users cannot use it in any transactions.

Only users with administrator privileges may make changes to inactive vendors.

If you want to view the status of accounts in the search dialog box, select **Edit Columns** from the Options menu and select the **Active_Flag** check box in the Include column.

If you have administrator privileges and you want to change the active status of an account:

1. Open the Vendor Maintenance window.
2. Click the **Vendor ID** button and select the appropriate vendor from the list.
3. Select or Clear the **Active** check box.

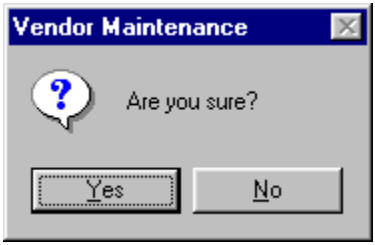
   When you attempt to change the active status of a vendor's account, VISUAL checks to make sure that the account has no current or forthcoming balances.
4. Click the **Save** toolbar button.

Deleting Vendors

Deleting a vendor permanently removes the information and all the corresponding history from the database. You can not delete a vendor if a PO Receiver, A/P Payable, or any other object refers to the vendor.

1. Enter the vendor you want to delete into the Vendor Maintenance window.
2. Click the **Delete** button.

   VISUAL confirms your deletion with a dialog box.



3. Click the **Yes** button to continue, or the **No** button to cancel the deletion.

   The Vendor Maintenance window still contains the vendor information, but the vendor is no longer in the database.
4. You can add the vendor back into the VISUAL database by clicking the **Save** toolbar button.

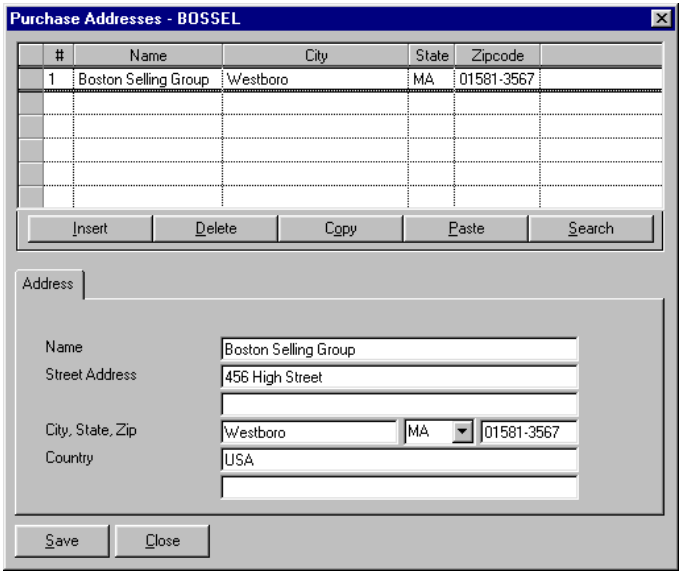
   VISUAL saves the information on screen.

Entering Purchase Addresses

If a vendor uses purchase addresses that are different from their mailing address, enter them using this procedure. A vendor can have as many different purchase addresses as necessary.

1. If necessary, click the **Browse** button to select the appropriate vendor.
2. Select **Purchase Addresses** from the **Edit** menu.

   The Purchase Addresses dialog box appears.


Purchase Addresses - BOSSEL
Name City State Zipcode
1 Boston Selling Group Westboro MA 01581-3567
Insert Delete Copy Paste Search
Address
Name Boston Selling Group
Street Address 456 High Street
City, State, Zip Westboro MA 01581-3567
Country USA
Save Close

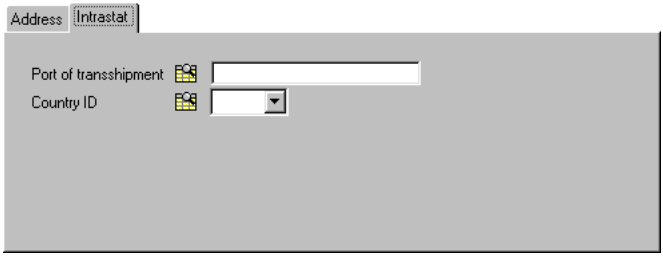
3. Click the **Insert** button that appears below the table.

   VISUAL creates a new line in the Purchase Addresses table.
4. Enter the information for the purchase address in the fields at the bottom of the dialog box.

   VISUAL automatically enters the information in the table as you tab through the address fields. To copy and paste information from one record to another, refer to "Copying and Pasting Alternative Purchasing Address Information" below.

5. If you have Intrastat enabled, click the **Intrastat** tab.

   The Intrastat information appears.



6. Enter the following information in the Intrastat tab.

   Port of Transshipment - This is the place from which the goods are shipped. Click the **Browse** button to select the port of transshipment from the list, or enter the information in the field provided.

   Country ID - Click the **Browse** button or the down arrow to select the Country ID from the list. You can also enter the Country ID in the field provided.

7. Click the **Save** button to save the new information.

Copying and Pasting Alternative Purchasing Address Information

You can copy and paste information from one line to another. To copy information, select the line in the table you want to copy, then click the **Copy** button.

To paste the information, select the line into which you want to paste the information, then click the **Paste** button. The line must exist before you can paste into it. When you paste the information into the new line, the appropriate information populates the fields at the bottom of the dialog box.

Using Alternate Purchase Addresses

The Purchase From/Ship To field on the Purchase Order Entry window automatically defaults to the vendor's main address. To change the default, click the **Purchase Address** or the **Ship To Address** button in this window to open the Purchase Addresses table for the vendor. The table at the top of the dialog lists the alternate addresses, if any, for the vendor.

1. Select the line of the appropriate address and click the **Use Selected Address** button to use an alternate address for your purchase order.

The dialog box closes automatically, and the selected address appears in the Purchase From/Ship To tab.

2. To change back to the vendor's main address, click the **Use Vendor Address** button.

   You can also create, copy, paste, and delete addresses from this window, if necessary. For more information, refer to the Purchase Order Entry Chapter in the *Infor VISUAL Financials User's Manual*.

Deleting Purchase Addresses

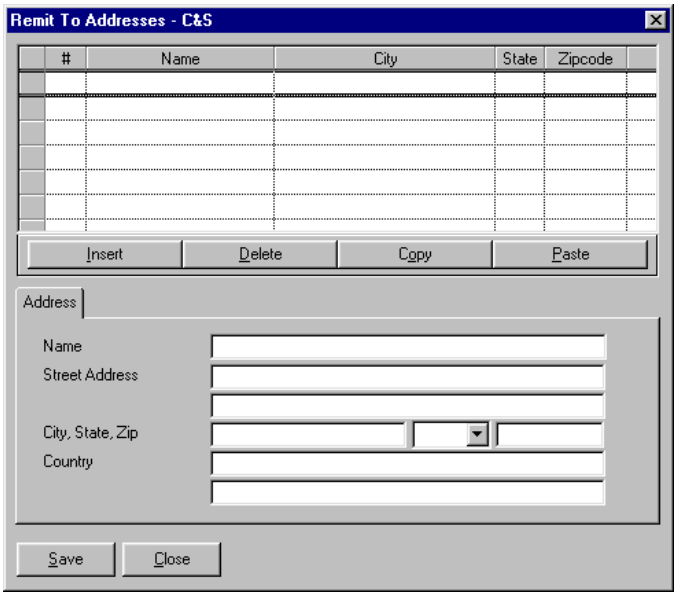
To remove a purchase address completely, highlight the address line and click the **Delete** button, then click the **Save** button.

Entering Remit To Addresses

If a vendor uses remit to addresses that are different from their mailing addresses, enter them using this procedure. A vendor can have as many different remit to addresses as necessary. The steps below describe the procedure for adding remit to addresses.

1. Select **Remit to Addresses** from the **Edit** menu.

   The Remit To Addresses dialog box appears.



2. Click the **Insert** button located below the table.

   A new line appears in the Remit to Address table.

3. Enter the information for the Remit to Address in the fields at the bottom of the window.

   The information automatically appears in table as you tab through the address fields. To copy or paste information from one record to another, refer to “Copying and Pasting Remit To Address Information” below.

4. When you are finished entering the Remit To address information, click the **Save** button.

5. Click the **Close** button to exit the Remit To Addresses dialog box and return to the Vendor Maintenance window.

Copying and Pasting Remit To Address Information

You can copy and paste information from one line to another. To copy information, select the line in the table you want to copy, then click the **Copy** button.

To paste the information, select the line into which you want to paste the information, then click the **Paste** button. The line must exist before you can paste into it. When you paste the information into the new line, the appropriate information populates the fields at the bottom of the dialog box.

Deleting Remit to Addresses

To remove a Remit to address completely, highlight the address line and click the **Delete** button, then click on **Save**.

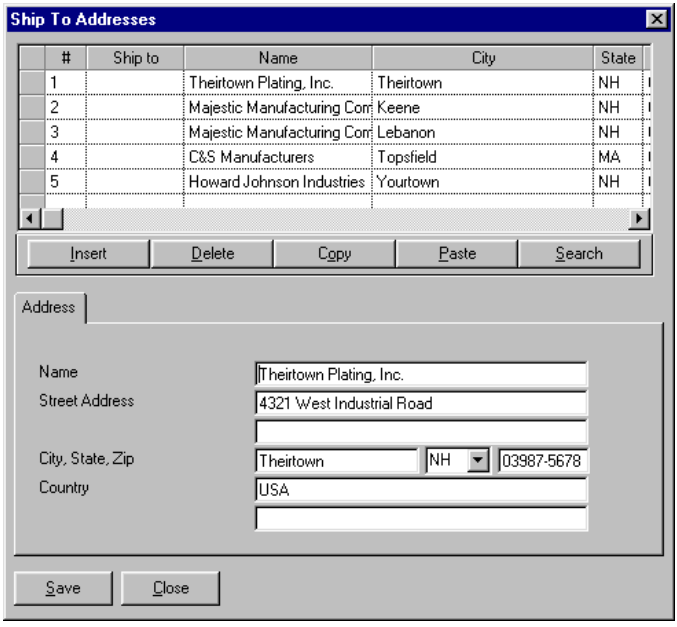
Entering Shipping Addresses

If your company has multiple addresses to which vendors can ship, enter them using the Financials Application Global Maintenance window. This function allows you to maintain those addresses globally. These addresses are not specific to a vendor — you can access each purchase order created (lists all vendors). See Infor VISUAL Financials User Guide Chapter 3 Purchase Order Entry for more information.

You create and edit Shipping Addresses in the same manner as Purchase Addresses.

1. Click the **Browse** button in the Vendor Maintenance window, then select the appropriate vendor.
2. Select **Shipping Addresses** from the **Edit** menu.

   The Ship To Addresses dialog box appears.



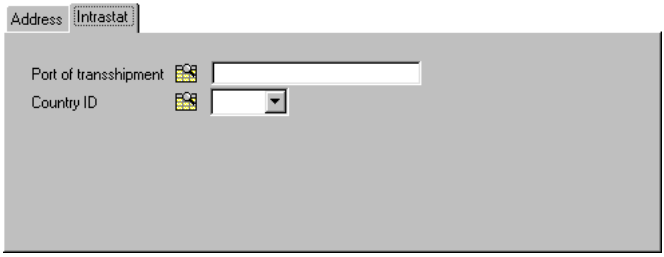
3. Click the **Insert** button located below the table.

   A new line appears in the Shipping Addresses table.
4. Enter the address information for the shipping address in the fields at the bottom of the dialog box.

   The information automatically appears in the table as you tab through the address fields. You can also copy and paste information from one line to another.

You can copy and paste information from one record to another, refer to "Copying and Pasting Shipping Address Information" below.

5. If you have Intrastat enabled, click the **Intrastat** tab. The Intrastat information appears.



6. Enter the following information in the Intrastat tab.

   Port of Transshipment - This is the place from which the goods are shipped. Click the **Browse** button to select the port of transshipment from the list, or enter the information in the field provided.

   Country ID - Click the **Browse** button or the down arrow to select the Country ID from the list. You can also enter the Country ID in the field provided.

7. Click the **Save** button to save the new information.
8. Click the **Close** button to exit the Ship to Address dialog box and return to the Vendor Maintenance window.

Copying and Pasting Shipping Address Information

You can copy and paste information from one line to another. To copy information, select the line in the table you want to copy, then click the **Copy** button.

To paste the information, select the line into which you want to paste the information, then click the **Paste** button. The line must exist before you can paste into it. When you paste the information into the new line, the appropriate information populates the fields at the bottom of the dialog box.

Deleting Shipping Addresses

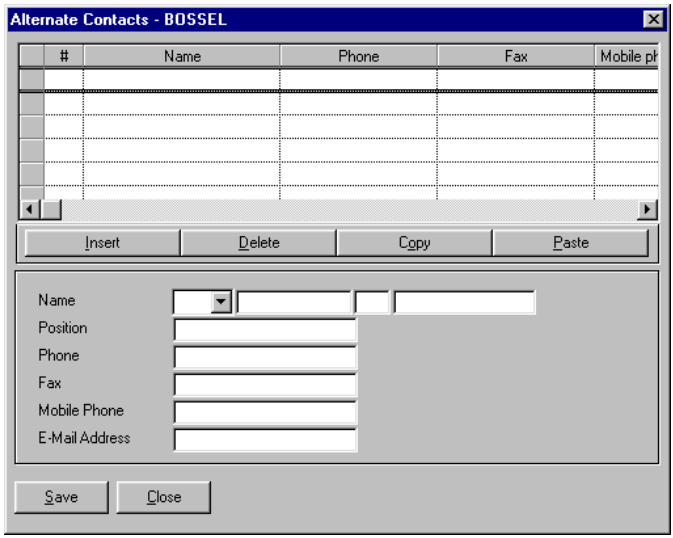
To remove a shipping address completely, highlight the address line and click the **Delete** button, then click on **Save**.

Entering Alternate Contacts

The Contact tab on the Purchase Order Entry window automatically defaults to the main contact information. If the vendor needs a shipment sent to another contact person, you can enter alternate contact information for the vendor. This is usually another contact person at the vendor.

1. Click the **Browse** button beside the Vendor ID field in the Vendor Maintenance window to select the appropriate vendor from the list.
2. Select **Alternate Contacts** from the **Edit** menu.

   The Alternate Contacts dialog box appears.



   The Alternate Contacts dialog box includes all the contacts for the selected vendor.

3. Click the **Insert** button located below the table.

   A new line appears in the Alternate Contacts Table.

4. Enter the information for the alternate contact in the fields at the bottom of the dialog box.

   The information automatically appears in the table as you enter information and tab through the address fields. You can also copy and paste information from one line to another.

   You can copy and paste information from one record to another, refer to “Copying and Pasting Alternate Contacts Information” below.

5. Click the **Save** button to save the new information.
6. Click the **Close** button to return to the Vendor Maintenance window.

Copying and Pasting Alternate Contacts Information

You can copy and paste information from one line to another. To copy information, select the line in the table you want to copy, then click the **Copy** button.

To paste the information, select the line into which you want to paste the information, then click the **Paste** button. The line must exist before you can paste into it. When you paste the information into the new line, the fields at the bottom of the dialog box fill in with the appropriate information.

Deleting Alternate Contacts

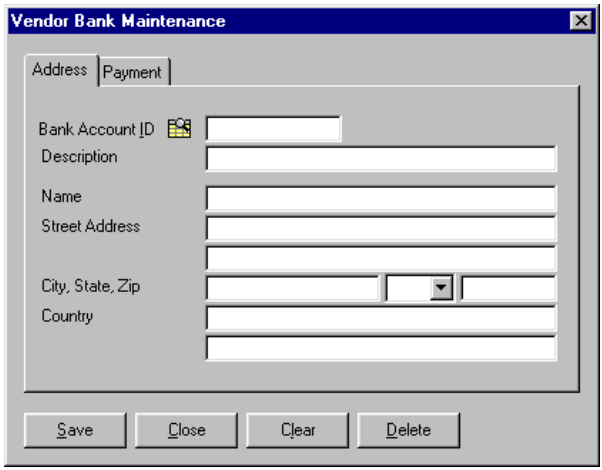
To remove an alternate contact completely, highlight the address line and click the **Delete** button, then click on **Save**.

Entering Vendor Bank Information

Use Vendor Maintenance to enter vendor bank information for all vendors. Typically, each vendor has only one vendor bank, but you can add others if necessary. Assign Vendor Banks to selected vendors on the Payment tab in the Vendor Maintenance window.

1. Select **Vendor Banks** from the **Edit** menu.

   The Vendor Bank Maintenance dialog box appears.



   By default, the Address information tab appears when the Vendor Bank Maintenance dialog box opens.

2. Enter information in the following fields:

   Bank Account ID - Click the **Browse** button to select an Account ID, or enter a bank account ID in the field provided. This is VISUAL's identifier for a specific vendor bank account.

   Description - Enter a description of the bank account.

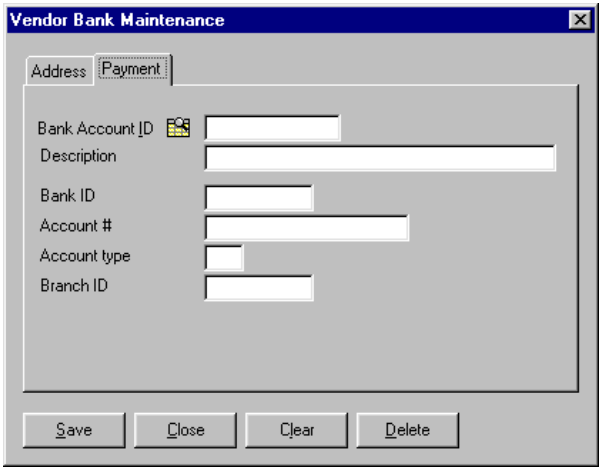
   Name - Enter the complete name of the bank to which this bank account belongs.

   Street Address - Enter the address of the bank to which this bank account belongs.

   City/State/Zipcode/Country - Enter the city, state, zipcode, and country of the bank to which this bank account belongs.

3. Click the **Payment** tab.

   The Payment Tab appears.



   Enter information in the appropriate fields:

   Bank Account ID - Click the **Browse** button to select a bank account ID, or enter the Bank ID in the field provided. This is VISUAL's unique identifier for a specific vendor bank account.

   Description - Enter a description of the bank account.

   Bank ID - Enter the bank ID for this bank.

   Account # - Enter the bank-issued account number.

   Account Type - Enter the bank-issued account type.

   Branch ID - Enter the bank-issued sort code or Branch ID.

4. Click the **Save** button to save the information.

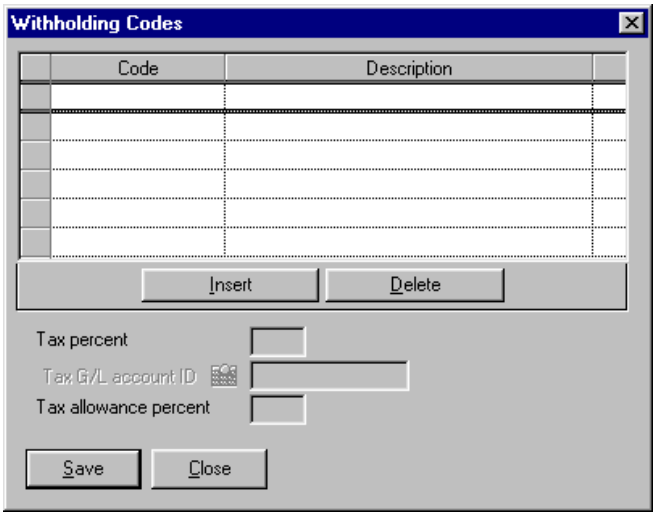
Entering Vendor Withholding Codes

Use Vendor Maintenance to add and delete vendor withholding codes.

Adding Vendor Withholding Codes

1. From the **Edit** menu, select **Withholding Codes**.

   The Withholding Codes dialog box appears.



2. Click the **Insert** button located below the table.

   A new line appears in the line item table.

3. In the Code column, enter a unique identifier for this withholding code.

4. In the Description column, enter a unique description for this withholding code.

5. In the Tax Percent field, enter the withholding tax percentage for this withholding code.

6. In the Tax G/L Account ID field, enter the G/L account to which this tax is posted.

7. In the Tax Allowance Percent field, enter the percentage amount that can be exempt from withholding tax.

8. Click the **Save** button to save this information.

9. Click the **Close** button to exit the Withholding Codes dialog box and return to the Vendor Maintenance window.

Deleting Vendor Withholding Codes

1. Select **Withholding Codes** from the Edit menu.
2. Highlight the withholding code you want to delete, then click the **Delete** button.

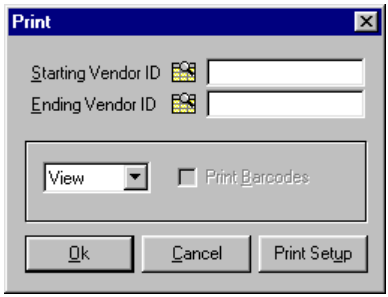
   An **X** appears in the row header beside the withholding code you are deleting.
3. Click the **Save** button to complete the deletion.

Printing Vendor Information

There are a number of options available for outputting vendor information.

1. Select **File**, **Print** from the Vendor Maintenance menu.

   The print dialog box appears.



2. If necessary, alter the printer setup from the print dialog box by clicking the **Print Setup** button.
3. Click the **Browse** button to select a Vendor ID for the first vendor you want to print in the Starting Vendor ID field, or enter the Vendor ID in the field provided.

   Leave both the Starting Vendor ID and the Ending Vendor ID fields blank to print all vendors.
4. Click the **Browse** button to select the last vendor you want to print in the Ending Vendor ID field, or enter the Vendor ID in the field provided.

   Leave both the Starting Vendor ID and the Ending Vendor ID fields blank to print all vendors.
5. Choose the output destination by clicking on the down arrow and selecting one of the following:

   Print - To output the file to a printer, select this option. The file is sent to the selected default printer in Printer Setup.

   View - To preview what the printed output will look like before you print it, select **View**. When the information appears on the window, you can scroll through it and print it if you need a hard copy.

   File - To save the vendor information to a text file, select **File** from the pull down menu. Select **OK** to bring up a dialog box for the entry of a file location and name. Enter the appropriate location for the file and whether or not the field names are to be included in the text file. The file can now be edited outside of Infor VISUAL Financials using any text editor.

E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

6. Click the **OK** button to continue, or the **Cancel** button to exit the Print dialog box without printing.

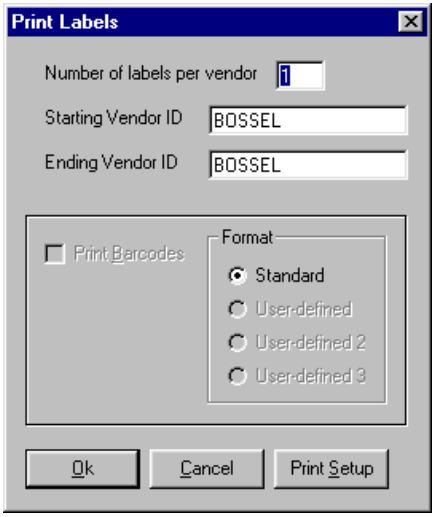
   If you selected to print vendor information, a dialog box appears after you select the **OK** button. Make the appropriate selections and then click the **OK** button.

Printing Labels

The same basic procedures apply to printing labels as they do with printing vendor information.

1. Select **Print Labels** from the **File** menu.

   The Print Labels dialog box appears.



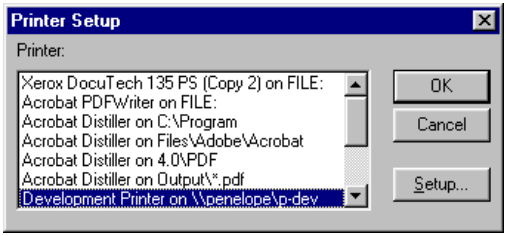
2. Enter the number of labels you want to print for each vendor.
3. Enter the Vendor ID for the first vendor you want to print in the Starting Vendor ID field.

   To print all vendors, leave both the Starting Vendor ID and the Ending Vendor ID blank.
4. Enter the last vendor you want to print in the Ending Vendor ID field.

   To print all vendors, leave both the Starting Vendor ID and the Ending Vendor ID blank.
5. If you want to print barcodes, select the **Print Barcodes** check box.

6. Select the print format for the labels in the **Format** group box.
7. To sent your labels to a different location than your default printer, click the **Print Setup** button.

   The Printer Setup dialog box appears.



   This dialog box is also accessible by selecting **File**, **Print Label Setup** from the Vendor Maintenance menu.

   Click the **OK** button to print the labels.

   If necessary, alter the **Setup** button to add a printer to the selection.

Printing Formats

You can modify the format of the Vendor report and labels using Quest. The following QRP report files apply:

Print Vendors	VMVNDRP1.QRP
Labels	
Standard	VMVLBFRM.QRP
User-Defined 1	VMVLBUD1.QRP
User-Defined 2	VMVLBUD2.QRP
User-Defined 3	VMVLBUD3.QRP

Chapter 6

Customer Maintenance

Customer Maintenance

Use Customer Maintenance to enter and maintain correct information for your customers and your relationship with them. You do not need to enter information into all of the fields in the Customer Maintenance windows, however, with more complete records, VISUAL can automate other procedures within the database.

With the Euro in place, VISUAL addresses multi-currency issues. The software system provides for currency default input information, making it seamless and effective.

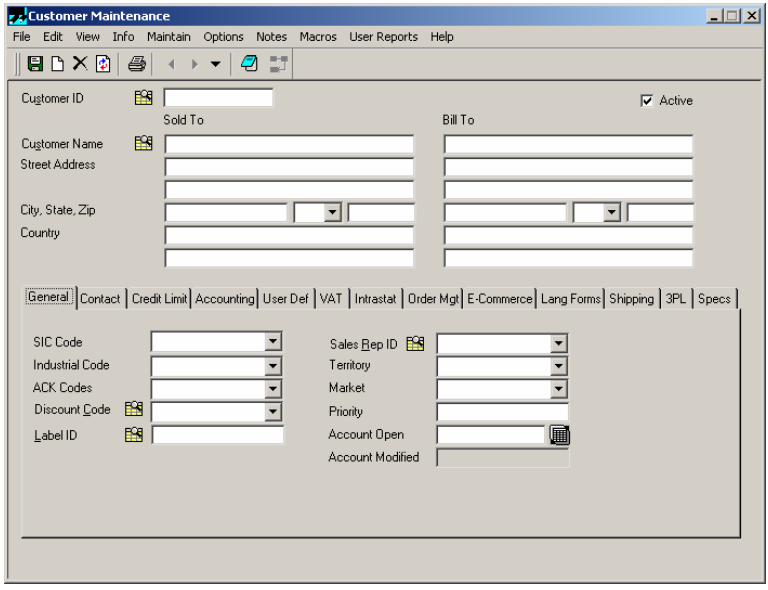
An enhancement to the Financials 6.2 release allows the System Administrator to assign read-only access to the Credit Limit and Accounting tabs in Customer Maintenance. To apply this functionality to a user, you must use the Infor VISUAL Financials Application Global Maintenance window from the Admin menu. For more information, refer to “Setting Program Security” in Chapter 3 of Application Global Maintenance.

Accessing Customer Maintenance

Customer Maintenance is available from the Infor VISUAL Financials Receivable menu as well as the Manufacturing Sales menu. Use Customer Maintenance to create “master files” for each of your customers.

Select **Customer Maintenance** from the **Receivables** menu.

The Customer Maintenance window appears.



The Customer Maintenance window contains entry fields, action buttons and tabs that store pertinent information by cetegory.

Refer to “Concepts & Common Features” for information on using browse windows.

Adding Customers

1. Click the **New** toolbar button.

   Note: *If there is a customer in the database that closely matches the new customer you are adding, you can cut down on the information you must manually enter using this short cut.*

   a. *Click the* **Browse** *button beside the Customer ID field to select the existing customer that closely matches all of the data fields for the customer you want to add. You can also enter the Customer ID in the field provided.*

   b. *Change the ID of the existing customer to the ID for the new customer. This does not affect the existing customer information, because an ID cannot be changed once it is created.*

   c. *Edit the information in the newly created customer file to match the new customer information (refer to Editing Customer Information later in this chapter). Be sure to edit information in all sections.*

   d. *Click the* **Save** *button to add the new Customer ID to the database.*

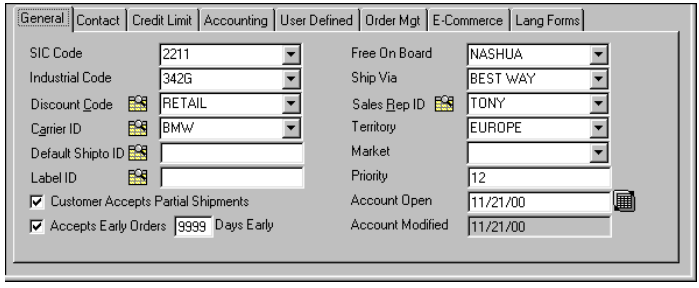
2. Enter the new Customer ID in the Customer ID field. The field is alpha numeric and 15 characters in length.

3. In the Sold to address field, enter the customer Name, Street Address, City, State, Zip, and Country in the fields provided.

4. If the billing address for the customer is different from the Sold to address, enter the billing address in the Bill to address fields.

5. If necessary, click the General tab.

   The General information appears.



Enter information in the **General** tab section of the window using the field definitions and instructions below.

SIC Code - Click the down arrow to select the customer's SIC Code as setup in the Application Global Maintenance from the **Admin** menu. If the SIC Code you want to enter is not in the drop down list, you can enter an SIC Code in the field provided.

Industrial Code - Click the down arrow to select the customer's Industrial Code as setup in the Application Global Maintenance window from the **Admin** menu. If the Industrial Code you want is not in the drop down list, you can enter an Industrial Code in the field provided.

Discount Code - Click the down arrow, or the **Browse** button to select a Discount code for the customer. This feature lets you associate a discount with this customer. The percentage associated with the trade Discount appears in Customer Order Entry in the line item field entitled Disc %.

Carrier ID - Click the down arrow, or the **Browse** button to select a Carrier ID for this customer. This information populates from the Application Global Maintenance window from the **Admin** menu. If the Carrier Code you want to enter is not in the drop down list, you can enter an Carrier Code in the field provided.

Default Shipto ID - Click the **Browse** button to select a default Shipto ID for the customer, or enter the Shipto ID in the field provided. Default Shipping Labels can also be entered in the Application Global Maintenance window from the **Admin** menu.

When an order is created for this customer in Infor VISUAL Financials, the default shipto address you enter in this field automatically defaults to the Shipto/Soldto field on the customer order entry window. You can overwrite the Shipto ID in the customer order window if necessary.

Label ID - Click the **Browse** button to select a Label ID for the customer if you use the BTS (Barcode Transaction Service) module.

Define Label IDs in the BTS module.

Customer Accepts Partial Shipments - If the customer accepts partial shipments when available, instead of waiting for the entire order to be ready, select the **Customer Accepts Partial Shipments** check box.

Accepts early orders - days early - Use this field if the customer accepts early orders. You can also designate the number of days the customer accepts early orders in the number of days field.

Free On Board - Enter any Free On Board requirements in the Free on Board field. Free on board codes determine at what point in the shipping process the customer must take responsibility for shipping fees for the goods your company is shipping. You can also select this information from the drop-down box.

Free On Board codes are created in the Application Global Maintenance window from the **Admin** menu in Infor VISUAL Financials.

Ship Via - Enter the appropriate shipping method in the Ship Via field. You can also select a shipping method from the drop down box. This information is setup in the Application Global Maintenance window from the **Admin** menu.

Sales Rep ID - Click the **Browse** button to enter a sales person ID, or enter the sales person ID in the field provided. This is the salesperson that services this customer.

To add Sales Rep IDs, select **Sales Rep** from the **Edit** menu.

Territory - Enter the sales territory in which the customer is located. You can also select it from the drop down box. You can setup this information in the Application Global Maintenance window from the **Admin** menu.

Market - Markets are user-defined groups of customers with equal part prices. This function allows part prices to remain more stable over time.

If you are selling goods in a multi-currency environment and have set up markets, click the down arrow to select a Market currency for the customer, or enter the Market currency in the field provided.

Create and maintain Market currency in Part Maintenance. Refer to Chapter 8 in the *Infor VISUAL Financials User's Manual* for more information.

Priority - This field is optional and is used for those who work with the Distribution Demand Planning feature in Warehouse Management. Use this field to delegate inventory quantities during allocation.

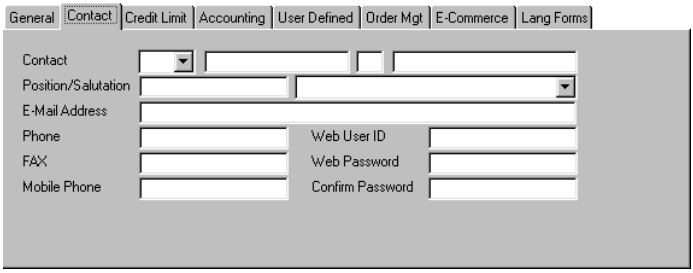
Account open - Enter the date your company opened this customer account, or click the **Calendar** button to select the appropriate date.

If you leave this field blank, VISUAL enters the current system date in this field when you save the new customer information.

Account modified - VISUAL automatically updates this field with the current system date whenever you save edits to this window.

6. Click the **Contact** tab.

The Contact information appears.



The contact tab allows you to enter primary contact information. Refer to "Entering Alternate Contact Information" later in this chapter to enter alternate contacts,

7. Enter the following information in the Contact tab:

   Contact - Enter the name of the primary point of contact for the customer. The honorific field contains a drop-down box of common titles. Click the down arrow to pull down the menu and select the honorific you want. You can also enter your own title. Field entry not required.

   Position - The contact's position or title in the company.

   Salutation - Click the down arrow to select a salutation from the list. You can also enter a salutation. Field entry not required.

   E-mail Address - Enter the e-mail address of the contact.

   Phone - Enter the area code and phone number. An entry is not required.

   FAX - Enter the area code and FAX number. An entry is not required.

   Mobile Phone - Enter the Mobile Phone number. The field is alphanumeric and 20 characters. Field entry is not required.

8. Use the Web User ID and the two password fields to enter the username and passwords for the selected customer. These fields are associated with the feature that allows customers to order online and view a history of their orders.

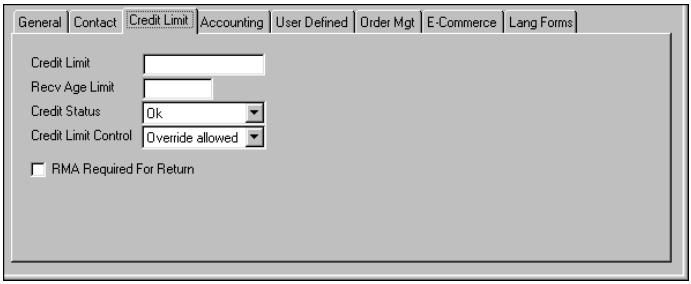
   Web User ID - The customer's username for accessing your company's website, if applicable.

   Web Password - The customer's password for accessing your company's website, if applicable.

   Confirm Password - The customer's confirm password for accessing your company's website, if applicable.

9. Click the **Credit Limit** tab.

   The Credit Limit information appears.



10. Enter the following credit limit information for the customer:

   Credit Limit - Enter the dollar amount for the credit that is extended to this customer.

   VISUAL considers the sum of open balances on invoices with the total of backlogged orders when validating against the credit limit when entering a new customer order.

   Recv Age Limit - The number of days behond an invoice due date after which you will not longer accept new orders.

   Credit Status - Select the status for the customer from the drop-down menu. The available selections are:

   OK - There are no restrictions on the customer.

   On Hold - VISUAL does not allow this customer to place an order or to receive any shipments.

   Orders on Hold - VISUAL does not allow save an order for this customer.

   Shipments on Hold - VISUAL does not allow a shipment to be made for this customer.

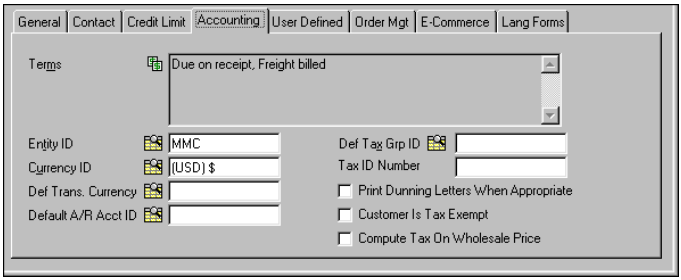
   Credit Limit Control - Select a credit limit control option from the drop-down menu. This allows you to specify if the customer can place an order if they have exceeded their credit limit. There are two selections, **Override Allowed** and **No Override**.

   If a customer has exceeded the credit limit, a warning dialog box appears when you place an order for them. If you have assigned **Override Allowed** to this customer, you can still place the customer order. If you have assigned **No Override**, then you can not place the customer order.

   RMA Required for Return - Select this checkbox if you require the customer to have an RMA (Return Materials Authorization) in order to accept merchandice retuns. Refer to the *Infor VISUAL Financials User's Guide* for more information on RMAs.

11. Click the **Accounting** tab.

    The Accounting information appears.



12. Enter the following accounting information for the customer:

    Terms - This field displays the terms associated with this customer. To set the terms select the **Terms** button. For more information, see "Setting Accounting Terms" later in this chapter.

    Entity ID - Click the **Browse** button to select the accounting Entity ID you want to link this customer to. Orders and invoices created for this customer defaults as transactions for the entity selected here. See "Infor VISUAL Financials Chapter 3 Customer Order Entry" for more information.

    Currency ID - Click the **Browse** button to select a Currency ID for this customer. This is the customer's base currency. Any "price list by customer" created for this customer will be saved in this denomination.

    Def Trans. Currency - Click the **Browse** button to select a Default Transaction Currency for this customer. This is the default currency that is called up when creating a new transaction for this customer.

    Default A/R Acct ID - Click the **Browse** button to select the Default A/R Account ID for this customer, or enter the default Accounts Receivable Account ID for this customer. An entry is not required.

    Def Tax Grp ID - Click the **Browse** button to select a Default Tax Group ID for this customer. This is the default Tax Group ID that is called up when entering orders for this customer. Sales Tax Groups are setup and maintained under the Sales menu of Infor VISUAL Financials. An entry is not required.

    Tax ID Number - Enter the customer Tax ID Number supplied by the customer. An entry is not required.

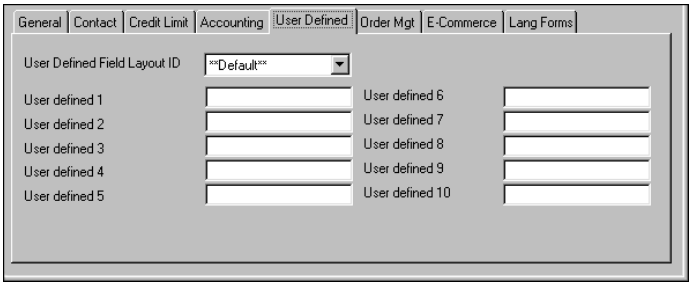
    Print Dunning Letters When Appropriate - Select this check box to mark the customer in the database so that you can use this flag if you want to create a letter demanding payment after the expiration of the receiving age limit.

Customer is Tax Exempt - If this box is checked, the customer is exempted from tax.

Compute Tax on Wholesale Price - This check box governs how VISUAL computes taxes for this customer. When checked, this flag instructs VISUAL to compute sales tax on customer orders using the wholesale price assigned to the part in Part Maintenance.

13. Click the **User Defined** tab.

    The User Defined information appears.



    This option allows you to create the labels and store additional customer information that is not standard in VISUAL. You can use these fields for any purpose. To create field labels, refer to "Using User Defined Field Labels" later in this chapter.

14. To assign a user defined field layout, click the down arrow beside the User Defined Field Layout ID, and choose the field layout you want to use.

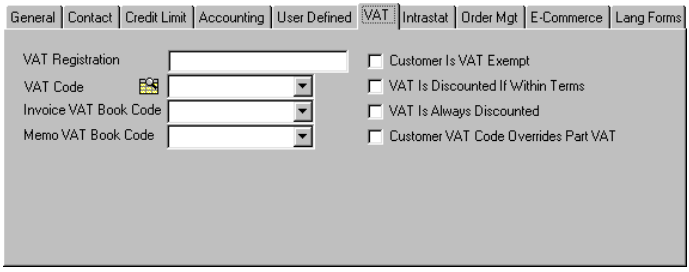
    The field names reflect the field layout you selected.

15. Click the **Save** toolbar button.

16. Click the **VAT** tab.

    Note: *If you do not have VAT enabled in Application Global Maintenance, this tab does not appear in Customer Maintenance. The VAT tab allows you to enter Value Added Tax information for the selected customer.*

    The VAT information appears.



17. Enter the following information in the VAT tab.

    VAT Registration - Enter the customer's VAT Registration number in the field provided.

    VAT Code - Assign value added tax to the selected customer. Click the **Browse** button to choose a VAT code from the list, or enter the VAT code in the field provided.

    Maintain VAT Codes in Application Global Maintenance window from the **Admin** menu.

    Invoice VAT Book Code - Click the down arrow to select a VAT Book Code from the list, or enter the VAT Book Code in the field provided.

    Maintain VAT Book Codes in Application Global Maintenance from the **Admin** menu.

    Memo VAT Book Code - Click the down arrow to select the Memo VAT Book Code from the list, or enter the Memo VAT Book Code in the field provided.

    Maintain Memo VAT Book Codes in Application Global Maintenance from the **Admin** menu.

    Customer is VAT Exempt - Select this checkbox if the customer is not required to pay VAT.

    VAT is Discounted if Within Terms - Select this checkbox if the same discount on early payment defined in the Terms settings on the Accounting tab applies to VAT as well.

    VAT is Always Discounted - Select this checkbox if the VAT applied to the customer is always discounted by the term discount whether payment was received within the discount Terms or not. This may be applicable to customers who have been granted discounts by government authorities.

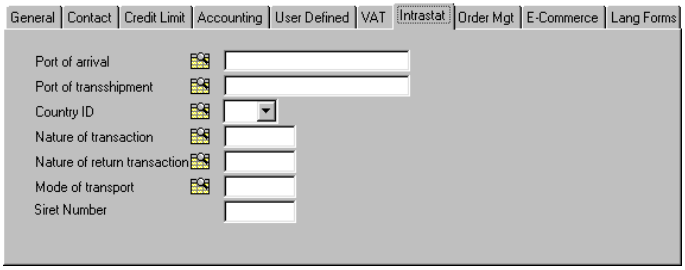
    Customer VAT Code Overrides Part VAT - If you select this checkbox, VISUAL always uses the VAT code assigned to the customer instead of the VAT code assigned to the part.

18. Click the **Save** toolbar button.

19. Click the Intrastat tab.

    Note: *If you do not have Intrastat enabled in Application Global Maintenance, this tab does not appear in Customer Maintenance. The Intrastat tab allows you to enter tracking information for the selected customer.*

The Intrastat information appears.



20. Enter the following information in the Intrastat tab.

Port of Arrival - Identifies where the good are shipped to, or the destination port of the goods.

Click the **Browse** button to select a Port of Arrival from the list, or enter the Port of Arrival in the field provided.

Port of Transshipment - Identifies where the goods are shipped from, or the port of origin.

Click the **Browse** button to select the Port of Transshipment, or enter the information in the field provided.

Country ID - The customer's country ID.

Click the **Browse** button to select the Country ID from the list, or enter the Country ID in the field provided.

Nature of Transaction - The transaction type used for sorting on reports.

Click the **Browse** button to select the Nature of Transaction from the list, or enter the information in the field provided.

Nature of Return Transaction - Click the **Browse** button to select the Nature of Return Transaction from the list, or enter the information in the field provided.

Mode of Transport - The method by which good are delivered to the customer's port of arrival.

Click the **Browse** button to select the Mode of Transport from the list, or enter the information in the field provided.

Siret Number - A siret number is assigned by the French government to companies who must report to their authority.

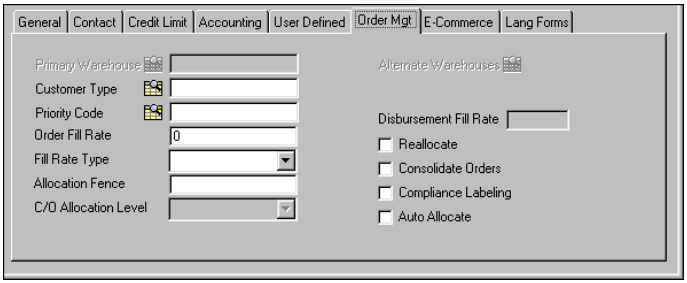
Click the **Browse** button to select the customer's siret number, or enter the siret number in the field provided.

21. Click the **Save** toolbar button.

22. Click the **Order Mgt** tab.

    Note: *The Order Management tab contains information that applies to those who work with the Order Management module. Contact your Infor Global Solutions Sales Associate for more information.*

    The Order Mgt information appears.



    The Order Mgt tab provides integrated customer information relating to your VISUAL Distribution software.

23. Enter the following information, where applicable, in the Order Mgt tab.

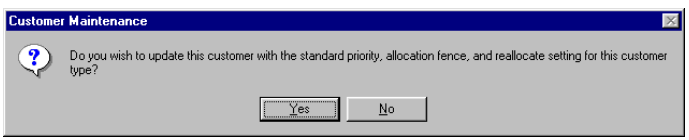
    Primary Warehouse - Click the **Browse** button to choose a default warehouse for the selected customer.

    Customer Type - Click the **Browse** button to select a Customer Type for this customer.

    Use Customer Types to identify specific customers and their ordering needs or habits through the use of priority rankings.

    Define Customer Types in Application Global Maintenance in Infor VISUAL Financials.

24. After you select a Customer Type, a message appears:


Customer Maintenance
Do you wish to update this customer with the standard priority, allocation fence, and reallocate setting for this customer type?
Yes
No

    If you want to apply the standard priority, allocation fence, and reallocate settings for this customer, click the **Yes** button. To set specific priorities for this customer, click the **No** button.

25. Enter the remaining information, where applicable, in the Order Mgt tab.

    Priority Code - Click the **Browse** button to select a Priority Code for this customer.

Priority Codes allow customers to order a certain percentage of your available products. This value specifies how much of the available quantity in a warehouse is available to the customer at the time of order fulfillment.

Create Priority Codes in Application Global Maintenance in Infor VISUAL Financials.

Order Fill Rate - Enter the minimum percentage (from 0 to 100) of a customer's order that is allowed to be shipped.

For example, if a customer orders 1,000 parts and his fill rate is 100, you cannot ship the order until 1,000 parts are available. If the customer's fill rate is 80, then you can ship the products if you have a quantity of 800 or more.

Fill Rate Type - Click the down arrow to select a Fill Rate Type for the selected customer.

Choose from the following options:

L(Line Level) - When unavailable inventory for a part on an order line item reaches the fill rate threshold, VISUAL cancels the line item.

W (Whole Order) - When unavailable inventory for a part on an order line item reaches the fill rate threshold, VISUAL cancels the whole order.

Allocation Fence - The number of days within which an order from a customer of this type the Allocation Utility considers.

If an order's desired ship date is outside the allocation fence, the Allocation Utility ignores it during allocation.

C/O Allocation Level - You can set specific levels of allocation for a customer to override the levels assigned in Application Global Maintenance. This field activates when you select the Auto Allocate checkbox in this tab.

To assign an allocation level, click the down arrow and choose from one of three options: **None**, **Partial**, and **Full**.

For more information on allocation levels, refer to the Order Mgt tab in Application Global Maintenance using the *Infor VISUAL Financials User's Guide*.

Alternate Warehouses - Click the **Browse** button to maintain alternate warehouses for the selected customer.

Customer WIP/VAS - Click the **Browse** button to assign WIP/VAS settings for a customer.

WIP/VAS (Work In Process/Value Added Services) are customization services that you perform on components or inventory. While not completely manufacturing in nature, WIP/VAS requires the management of inventory moving in and out of service sections in a warehouse. WIP/VAS starts during order entry, when a customer requests one of these specialized services. WIP/VAS specifications are also available at the customer order line level.

Disbursement Fill Rate - When you select a Customer Priority, VISUAL automatically enters the fill rate in the Disbursement Fill Rate field.

This value specifies how much of the available quantity in a warehouse is available to the customer at the time of order fulfillment.

26. Select any of the following checkboxes that apply to this customer.

Reallocate - Select this checkbox to remove and recalculate allocations for this customer. If this customer type has Reallocation as a default setting, VISUAL selects this checkbox when you accept the Customer Type default information.

Consolidate Orders - Select the **Consolidate Orders** checkbox if you want to allow order consolidation.

Consolidation is the process of combining license-plated (or otherwise uniquely identified) inventory into a single container. Partial pallets may be consolidated, broken cases may be consolidated. Generally, this means combining of things that have common characteristics, such as pallets of the same product.

Compliance Labeling - Select the **Compliance Labeling** checkbox if you require that the shipto address have compliance labeling.

Compliance Labeling is the process of labeling outbound cartons or pallets in the warehouse (moveable units) with a barcoded label specific to a customer requirement. In the warehouse, there may be many differing label requirements.

Auto Allocate - Select this checkbox to override the auto allocation levels assigned in Application Global Maintenance.

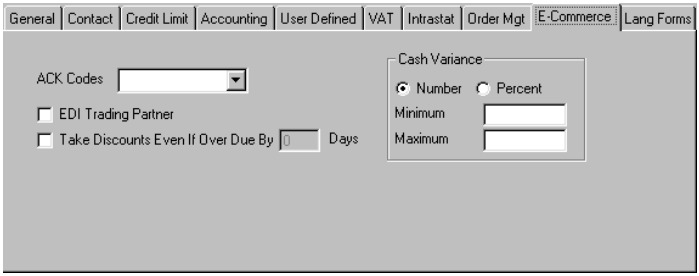
When you select this checkbox, the C/O Allocation field activates. From the C/O Allocation field, you can assign allocation levels for this customer.

Refer to the C/O Allocation field mentioned previously for more information.

27. Click the **Save** toolbar button to save information entered in the Order Mgt tab.

28. Click the **E-Commerce** tab.

    The E-Commerce information appears.



    The E-Commerce tab defines settings required for customers who use EDI transmissions.

29. Enter the following information, where applicable, in the E-Commerce tab.

    ACK Codes - Click the down arrow to enter a default Customer Order Acknowledgment Code for this customer.

    When customers send orders to their suppliers electronically, they often require a return document verifying the receipt and acceptance of the order. In Electronic Data Interchange (EDI), this document is called the Order Acknowledgment, typically referred to as the 855 X12 Transaction or the Purchase Order Response Message in EDIFACT.

    Define ACK Codes in Application Global Maintenance in Infor VISUAL Financials.

    EDI Trading Partner - Select this checkbox if this customer has EDI transmitting capabilities.

    Take Discounts Even If Overdue By __ Days - Enter the number of days after due date that you will honor discounts to customers.

30. Enter the following information in the **Cash Variance** group box.

    If the payment is below the tolerance, VISUAL writes off the difference. If the payment is over the tolerance, VISUAL creates a credit memo. Otherwise, values between the tolerances set go to an over/short account.

    Number - Select the **Number** radio button if you want to enter a dollar amount cash variance.

    Enter the minimum dollar amount in the Minimum field, then enter the maximum dollar amount in the Maximum field.

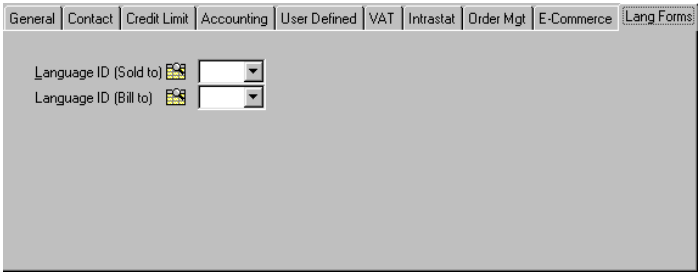
    Percent - Select the Percent radio button if you want to enter a percentage of cash variance based on the dollar amount.

Enter the minimum percentage amount in the Minimum field, and the maximum percentage amount in the Maximum field.

31. Click the **Save** toolbar button to save the information you entered in the E-Commerce tab.

32. Click the Lang Forms tab.

    The Lang Forms information appears.



33. Enter the following information in the Lang Forms tab. This tab allows you to create and assign languages to customers so that packlists and invoices appear in their respective languages.

    Language ID (Sold To) - Click the down arrow to select a language, or click the **Browse** button to choose a language from the list. The language selected here applies to shipment packlists for this customer.

    Language ID (Bill To) - Click the down arrow to select a language, or click the **Browse** button to choose a language from the list. The language selected here applies to invoices generated from shipments to this customer.

    Define Languages in the Customer Maintenance window from the **Edit**, **Languages** menu option. Refer to "Maintaining Languages" later in this chapter for more information.

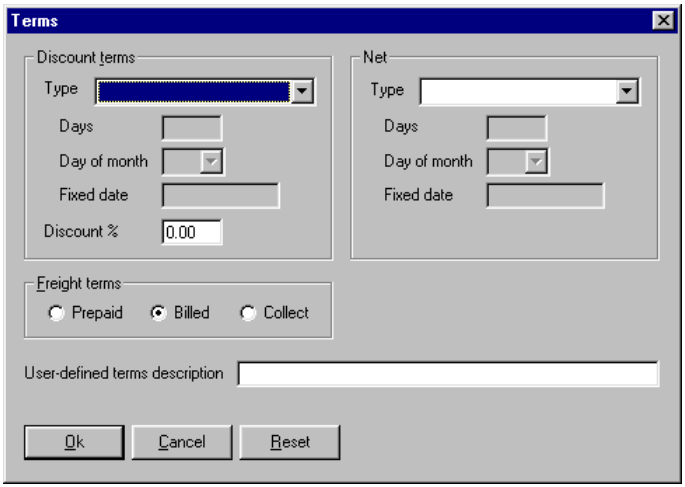
34. Click the **Save** toolbar button to save your additions to the Lang Forms tab.

Setting Accounting Terms

Use the Terms dialog box to enter the terms for this customer.

1. Click the **Terms** button to open the Terms dialog box.

   The Terms dialog box appears.



   Discount Terms and **Net** group boxes offer the same term options. However, VISUAL treats payment transactions differently if the payment is recorded within the time frame specified in the **Discount terms**. If your company offers a discount to promote early payment for your customers, then the **Discount terms** section allows you to define the terms within which you want to instruct VISUAL to automatically apply a discount on payments. The **Net** terms generally determines when the invoice becomes due for payment. VISUAL does not automatically reward payments applied beyond the **Discount terms** time frame with a discount, but the discount could be manually applied.

2. Choose from one of the following types in the Type field, then enter the appropriate information associated with the type you select. Click the down arrow to select a type.

   The type expresses the basis upon which the terms are calculated. Valid options include **Age of Invoice; Day of Month; Specified Date; Invoice Age, Day of Month;** and **EOM, No. of Day**s. Depending on the type selected, you will be required to specify information in one or two of the fields labeled **Days, Day of month,** or **Fixed dat**e.

Age of Invoice - If you select **Age of Invoic**e, then you must also enter a number the days in the Days field. The intent is to determine the number of days from the invoice date, within which VISUAL is to apply the discount when set in the **Discount terms** section, or within which the invoice is due for payment when set in the **Net** section.

For example, if the Discount Terms type is set to Age of invoice, the days set to 10, and the Net is set to Age of invoice with days set to 30. Then an invoice dated January 5 th would be due by February 4, which is the 30 th day following the invoice date, and VISUAL would automatically apply a discount if payment were recorded on or before January 15, as this would fall within the 10 days discounted terms.

Day of Month - If the type field is set to **Day of Mont**h, you will be required select from the Day of month field. This combination applied to the Discount Terms indicates that the invoice qualifies for a discount if payment is recorded on or before the next occurrence of the day of month specified. When applied to Net, this combination determines that this invoice will be due for payment on the next occurrence of the day of month specified.

For example, let's assume a Discount Terms Type set to Day of month and the day of the month is 10. The Net is also of Type Day of month, and the day of month is 25. In this case, an invoice issued on January 5 th will be discountable if paid by January 10 th , and become due by January 25 th . Setting the terms as this example illustrates, any invoice dated between the 10 th and the 25 th of a month would automatically fall outside the discount terms and be due on the 25 th .

Specified Date - If the type field is set to **Specified Dat**e, you will be required to enter a date in the Fixed Date field. When applied to Discount terms, VISUAL will automatically calculate and apply a discount to any payment applied on or before the specified date. When applied to Net, it indicated the date by which payment must be received in order to remain within terms.

For example, an invoice dated January 15, 2001 conforming to Discount terms Type of Specified Date with a Fixed date of 04/01/01, and Net of Specified Date with a Fixed date of 05/01/01, would be granted a discount percent as specified in the Discount % field if the payment is recorded on or before 04/01/01, while the invoice would become due for payment on 05/01/01.

Invoice Age, Day of Month - If you select **Invoice Age, Day of Month** in the Type filed, then you will be required to enter a number in the Months field, and you will also be required to select a from the Day of Month field. The intent is to determine the first occurrence of a specific day of month, but this after the invoice has reached a certain number of months. When set in the **Discount terms** section VISUAL is to apply the discount upon payment, if received on or before the calculated date for discount. The invoice is due for payment on the date calculated by the terms set in the **Net** section. For example, consider Discount terms Type set to Invoice Age, Day of Month, the Months set to 1 and Day of month to 10; Net set to Invoice Age, Day of Month with Months 1 and day of month 25. An invoice dated January 5 th would become due on the 25 th of February (1 month from January 5 th is February 5 th, and the first occurrence of the 25 th of a month is in February). If payment were received by February 10 th , then VISUAL would automatically apply discount to the payment for this invoice.

EOM, No. of Days - If you select **EOM, No. of Days** in the Type filed, then you will be required to enter a number in the Months field, and you will also be required to select a from the Day of Month field. The intent is to set the day and the month when the invoice is due. When set in the **Discount terms** section VISUAL is to apply the discount upon payment, if received on or before the calculated date for discount. Yet, the invoice is due for payment on the date calculated by the terms set in the **Net** section.

For example, consider Discount terms Type set to EOM, No. of Days, the months set to 1 and the Day of month set to 10; Net set to EOM, No. of Days with Months set to 1 and Day of month 25. An invoice dated January 5 th would become due on the 25th of the following month, hence on February 25th. If payment were received by February 10 th , then VISUAL would automatically apply discount to the payment for this invoice.

Note: *You can select different term type in Discount terms than in Net.*

3. Click the **OK** button to save the terms and return to the Vendor Maintenance window.

Editing Customer Information

You can edit customer information using Customer Maintenance.

Note: *Remember that changing the customer ID in the Customer ID field will copy the original information into a new record after you click the* ***Save*** *toolbar button.*

1. Enter the Customer ID in the Customer ID field, or click the **Browse** button to select the customer from the Customers table.
2. Make any necessary changes to the customer information.

   Refer to "Adding Customers" in the previous section for instructions and field definitions.
3. Click the **Save** button to save your changes.

Changing the Active Status of Customers

By making a customer's account Inactive you can hide it so that your users cannot use it in any transactions.

Only users with administrator privileges may make changes to inactive customers.

If you want to view the status of accounts in the search dialog box, select **Edit Columns** from the Options menu and select the **Active_Flag** check box in the Include column.

If you have administrator privileges and you want to change the active status of an account:

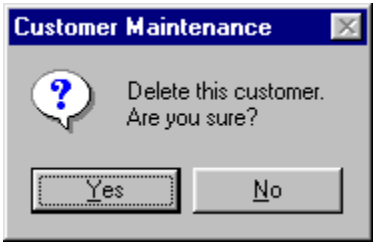
1. Open the Customer Maintenance window.
2. Click the **Customer ID** button and select the appropriate customer from the list.
3. Select or Clear the **Active** check box.

   Note: *When you attempt to change the active status of a customer's account, VISUAL checks to make sure that the account has no current or forthcoming balances.*
4. Click the **Save** toolbar button.

Deleting Customers

1. If necessary, enter the Customer ID in the Customer ID field or click the **Browse** button and select a customer from the Customers table.
2. Click the **Delete** button.

   A dialog box appears, asking you to confirm the deletion.



3. Click the **Yes** button to delete the active customer, or the **No** button to cancel the deletion.

   VISUAL removes the customer from the database, and retains the record information in the window if you want to resave the record.

   Use the **Refresh** toolbar button to clear the window for new input.
4. To resave the record you deleted, click the **Save** toolbar button.

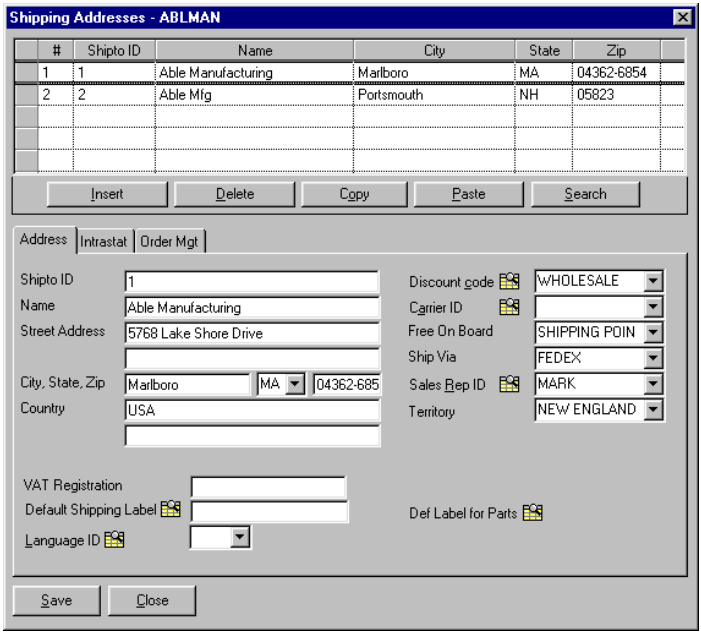
   The resave feature only saves the information that appears in the window. If the information is deleted or altered, the original record information is not retrievable.

Entering Shipping Addresses

If a customer uses a shipping address that is different from the mailing address, you can enter additional shipping addresses in the Shipping Addresses window. A customer can have as many different shipping addresses as necessary. During customer order entry, you can select a shipping address from this table.

1. Select **Shipping Addresses** from the **Edit** menu.

   The Shipping Address dialog box appears.


Shipping Addresses - ABLMAN
Shipto ID Name City State Zip
1 1 Able Manufacturing Marlboro MA 04362-6854
2 2 Able Mfg Portsmouth NH 05823
Insert Delete Copy Paste Search
Address Intrastat Order Mgt
Shipto ID 1
Name Able Manufacturing
Street Address 5768 Lake Shore Drive
City, State, Zip Marlboro MA 04362-685
Country USA
Discount code WHOLESALE
Carrier ID
Free On Board SHIPPING POIN
Ship Via FEDEX
Sales Rep ID MARK
Territory NEW ENGLAND
VAT Registration
Default Shipping Label
Language ID
Def Label for Parts
Save Close

2. Click the **Insert** button to enter a shipping address.
3. Enter the information in the **Address** tab below the table.

   The information automatically appears in the table as you type.

   Shipto ID - Enter a unique alphanumeric code that identifies the shipping address.

   Name/Street Address - Enter the name and street address of the shipping address.

   City, State, Zip/Country - Enter the city, state, zip, and country of the shipping address in their respective fields.

   Default Shipping Label - If you use BTS (Barcode Transaction System), click the **Browse** button to enter a default shipping label for this shipping address.

Language ID - Click the **Browse** button to enter a language for this shipping address.

Discount Code - Click the **Browse** button to enter the Discount Code for the Shipping address.

Carrier ID - Click the **Browse** button or click the down arrow to select a Carrier ID from the list. You can also enter the Carrier ID in the field provided.

Free On Board - Click the **Browse** button to enter the Free On Board information for the Shipping address.

Ship Via - Enter the Ship Via information in the field provided.

Sales Rep ID - Click the **Browse** button to enter the Sales Rep ID for the customer's shipping address.

Territory - Enter the Territory for the shipping address in the field provided.

Def Tax Grp ID - Click the **Browse** button to select a default tax group ID from the list.

Tax ID Number - Enter the Tax ID number, if applicable, in the field provided.

Tax Exempt - Select the **Tax Exempt** checkbox if the company is tax exempt.

Def Label for Parts - If you use the BTS (Barcode Transaction System), use this field to assign specific shipping address labels and formats for a part when ordered by the selected customer.

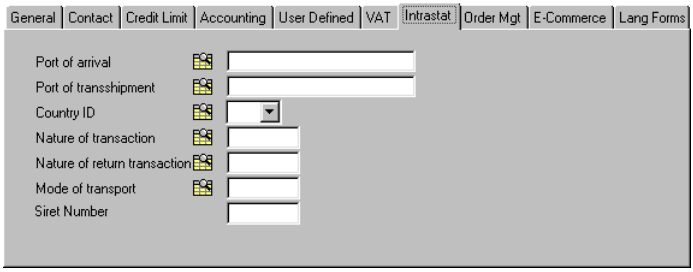
Click the **Browse** button to enter default labels for parts for this customer.

If you entered a new address in the Shipping Addresses dialog box, you must save the address before clicking the **Browse** button beside the Def Label for Parts field, otherwise, the new address won't appear in the address list.

When you have assigned the part, address, and format, click the **Save** button, then the **Close** button to return to the Shipping Addresses dialog box.

4. Click the Intrastat tab.

   The Intrastat information appears.



5. Enter the following information in the Intrastat tab.
   Port of Arrival - Identifies where the good are shipped to, or the destination port of the goods.
   Click the **Browse** button to select a Port of Arrival from the list, or enter the Port of Arrival in the field provided.

   Port of Transshipment - Identifies where the goods are shipped from, or the port of origin.

   Click the **Browse** button to select the Port of Transshipment, or enter the information in the field provided.

   Country ID - The customer's country ID.

   Click the **Browse** button to select the Country ID from the list, or enter the Country ID in the field provided.

   Nature of Transaction - The transaction type used for sorting on reports.

   Click the **Browse** button to select the Nature of Transaction from the list, or enter the information in the field provided.

   Nature of Return Transaction - Click the **Browse** button to select the Nature of Return Transaction from the list, or enter the information in the field provided.

   Mode of Transport - The method by which good are delivered to the customer's port of arrival.

   Click the **Browse** button to select the Mode of Transport from the list, or enter the information in the field provided.

   Siret Number - A siret number is a French company ID number.

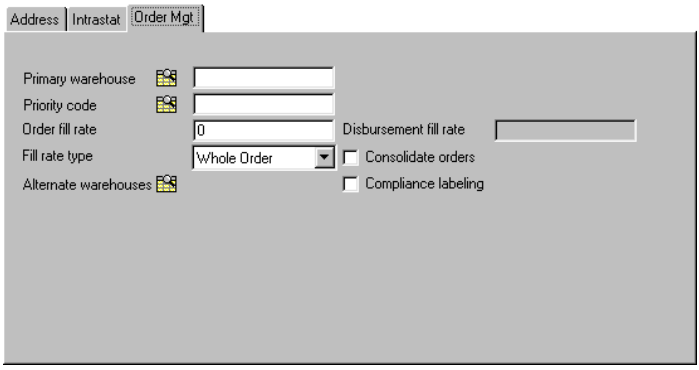
   Click the **Browse** button to select the customer's siret number, or enter the siret number in the field provided.

6. Click the **Save** toolbar button.

6. Click the Order Mgt tab.

   The Order Mgt information appears.

Note: *To view and use the Order Management tab, you must have the correct serial number in your VISUAL.ini file. If you do not have the correct serial number, disregard this section altogether.*



5. Enter the following information where applicable.

Primary Warehouse - Click the **Browse** button to enter a Primary Warehouse for the selected shipping address.

Priority Code - Click the **Browse** button to enter a Priority code for the selected shipping address.

Order Fill Rate - Enter the minimum percentage (from 0 to 100) of a customer's order that is allowed to be shipped.

Fill Rate Type - Click the down arrow to select a Fill Rate Type for the selected customer.

Choose from the following options:

L(Line Level) - When unavailable inventory for a part on an order line item reaches the fill rate threshold, VISUAL cancels the line item.

W (Whole Order) - When unavailable inventory for a part on an order line item reaches the fill rate threshold, VISUAL cancels the whole order.

Alternate Warehouses - Click the **Browse** button to select alternate warehouses for the selected shipping address.

Disbursement Fill Rate - When you select a Customer Priority, VISUAL automatically enters the fill rate in the Disbursement Fill Rate field.

This value specifies how much of the available quantity in a warehouse is available to the customer at the time of order fulfillment.

Consolidate Orders - Select this checkbox to consolidate orders for this shipping address.

Compliance Labeling - Select this checkbox to activate compliance labeling for this shipping address.

6. Click the **Save** button to save the information.
7. Click the **Close** button to exit the dialog box and return to the Customer Maintenance window.

Copying and Pasting Shipping Address Information

You can copy and paste information from one line to another. To copy information, select the line in the table you want to copy and click the **Copy** button.

To paste the information, select the line into which you want to paste the information and click the **Paste** button. The line must exist before you can paste into it. When you paste the information into the new line, the fields at the bottom of the dialog box fill in with the appropriate information.

Deleting Shipping Addresses

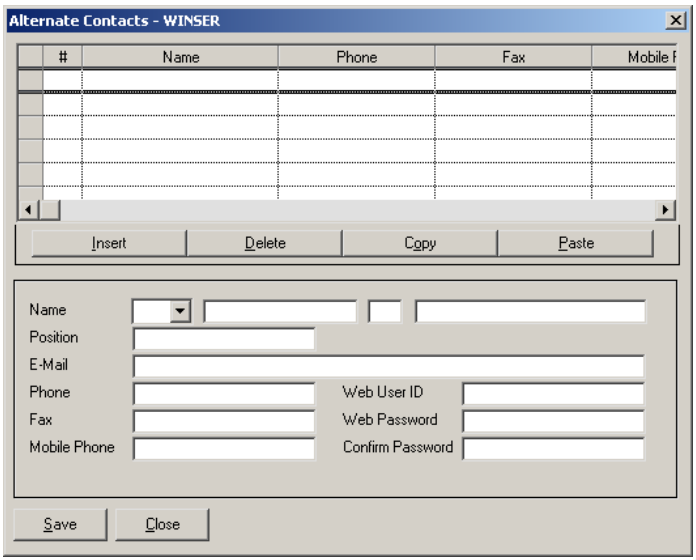
To remove a shipping address completely, highlight the address line and click the **Delete** button.

Entering Alternate Contacts Information

Use this procedure to enter information for alternate contacts. These are other contact people at the customer's company whom you need to contact.

1. Select **Alternate Contacts** from the **Maintain** menu to add or edit the alternate contact information.

   The Alternate Contacts dialog box appears.



2. Click the **Insert** button to add an alternate contact.
3. Enter the information for the alternate contact in the fields below the table.

   The information automatically appears in the table as you enter the information into the fields and tab to the next.

   Name - From left to right, click the down arrow to enter the honorific for the contact, the first name, middle initial, and the last name in their appropriate fields.

   Position/E-Mail - Enter the position the contact holds, and the E-mail of the contact.

   Phone/Fax/Mobile Phone - Enter the phone, fax, and mobile phone of the contact.

   Web User ID - If this contact requires a web user ID to log onto your website, enter the ID in the field provided.

Web Password - Enter the password assigned to the Web User ID for the selected contact.

Confirm Password - Type the Web Password in the field provided to confirm the web password.

4. Click the **Save** button to save the information.
5. Click the **Close** button to return to the Customer Maintenance window.

Copying and Pasting Alternate Contact Information

To minimize time and error, you can copy and paste information from one line to another.

To copy information, select the line in the table you want to copy and click the **Copy** button.

To paste the information, select the line into which you want to paste the information and click the **Paste** button. A line must exist before you can paste into it. When you paste the information into the new line, the fields at the bottom of the dialog box fill in with the appropriate information.

Deleting Alternate Contacts

To remove an alternate contact completely, highlight the address line and click the **Delete** button. Click the **Save** button to save the deletion.

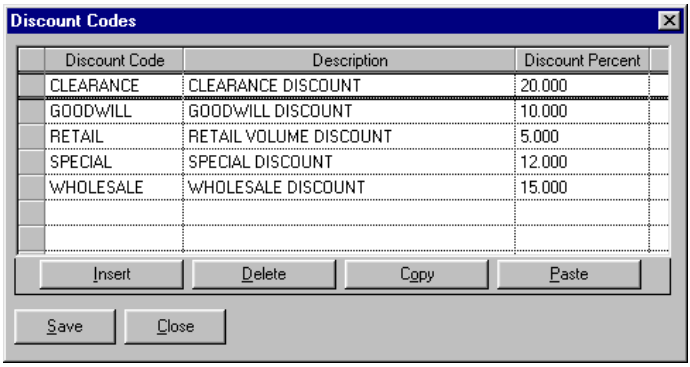
Entering Discount Codes

Discount codes rapidly assign a preset discount rate for a customer. Use this table for all of the customers. Entering a discount code while editing one customer also makes the newly entered discount code available for use when editing other customers.

To add or edit the discount code information:

1. Select **Discount Codes** from the **Edit** menu.

   The Discount Code dialog box appears.



2. Click the **Insert** button to create a line.
3. Enter the discount code in the Discount Code column.
4. Enter a description of the discount code in the Description column.
5. Enter a discount percent in the Discount Percent column.
6. Click the **Save** button to save the new discount code.
7. Click the **Close** button to exit the Discount Code dialog box and return to the Customer Maintenance window.

Copying and Pasting Discount Code Information

You can copy and paste information from one line to another. To copy information, select the line in the table you want to copy and click the **Copy** button.

To paste the information, select the line into which you want to paste the information and click the **Paste** button. The line must exist before you can paste into it. When you paste the information into the new line, the fields at the bottom of the dialog box fill in with the appropriate information.

Deleting Discount Codes

To remove a discount code completely, highlight the address line and click the **Delete** button. Click the **Save** button to save the deletion.

Entering Sales Reps

Customer Maintenance allows you to enter your sales reps and their default commissions. If you want to generate a Sales Commission or generate checks for your sales reps through Accounts Payable, you must enter information into the Sales Reps Table. All of your customer records use the information in this table. With the addition of Euro functionality to the database and the probability of paying a Sales Rep in currency outside of the system and account currency, it is imperative to enter the appropriate exchange values.

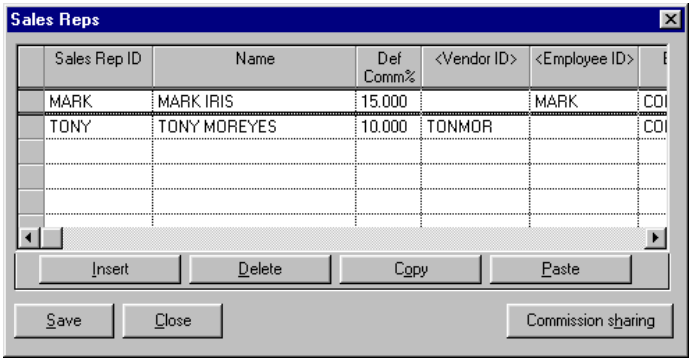
The commission to the Sales Rep should be posted in the same transaction currency.

Entering a Sales Rep while editing one customer also makes the newly entered Sales Rep available for use when editing other customers.

To add or edit Sales Reps information:

1. Select **Sales Reps** from the **Edit** menu.

   The Sales Reps dialog box appears.



2. Click the **Insert** button to enter a line.
3. Enter the information for the sales rep.

   Sales Rep ID - An identification for the sales rep. This field is alphanumeric and is 15 characters in length.

   Name - The name of the sales rep. Double-click the column header to choose from a list of names.

   Def Comm% - Enter the default commission percentage for the Sales Rep in the appropriate field.

   <Vendor ID> - To assign the sales rep to a vendor, double-click the Vendor ID column header to select a Vendor ID from the list, or enter the Vendor ID in the field provided.

<Employee ID> - If you pay the sales rep through Payroll, enter the Employee ID for the sales rep. Double-click the column header to choose from a list of Employee IDs.

Earning Code - Click the appropriate cell and a drop down arrow appears. Click the drop down arrow to choose from a list of earning codes.

Pay Method - Click the appropriate cell and a drop down arrow appears. Click the drop down arrow to choose from a list of pay methods.

4. Click the **Commission Sharing** button to share commission between sales reps.

   Refer to "Commission Sharing" in this chapter for more information.

Copying and Pasting Sales Rep Information

You can copy and paste information from one line to another. To copy information, select the line in the table you want to copy and click the **Copy** button.

To paste the information, select the line into which you want to paste the information and click the **Paste** button. The line must exist before you can paste into it. When you paste the information into the new line, the fields at the bottom of the dialog box fill in with the appropriate information.

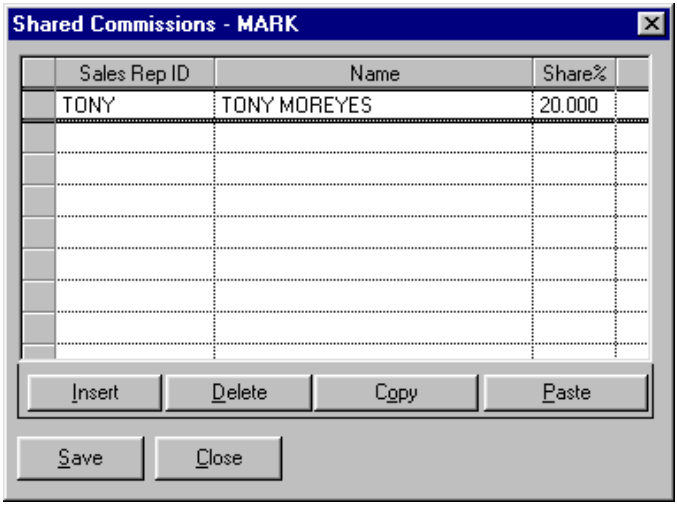
Deleting Sales Reps

To remove a sales rep completely, highlight the address line and click the **Delete** button. Click the **Save** button to save the deletion.

Commission Sharing

1. Select the sales rep that is to share the commission.
2. Click the **Commission Sharing** button.

   The Commission Sharing dialog box appears.



3. Click the **Insert** button to create a row.
4. Enter the information for the sales rep that is to receive a percentage of the selected sales rep's commission.

   The sales rep you are adding must already exist in the Sales Reps Table.

   The Share % value is the percentage of the total commission shared, not of the sale amount.
5. Click the **Save** button to save the information.
6. Click the Close button to exit the Shared Commissions dialog box and return to the Customer Maintenance window.

Maintaining Languages

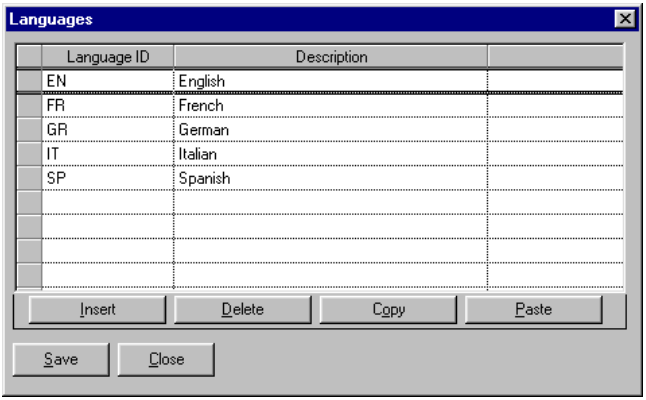
Language forms were designed to give companies who trade internationally the ability to issue order and billing documentation in the customer's native language.

From the Customer Maintenance window, you can assign each customer a different language for Sold To addresses, and Bill To addresses.

Additional steps are needed to print documentation in a different language for the selected customer(s). Refer to "Setting Up Language Forms" in Application Global Maintenance in Chapter 3.

1. With the appropriate customer selected in the Customer ID field, select **Edit**, **Languages** from the menu.

   The Languages dialog box appears.



2. Click the **Insert** button to add a language for this customer.
3. Enter the Language ID in the Language ID column. This ID must be unique and has a maximum of two characters.
4. Enter the description of the language in the Description column.
5. Click the **Save** button.
6. To edit a language, highlight the row header of the language you want to change, then edit the necessary information.
7. Use the **Copy** and **Paste** buttons to quickly add another similar language.

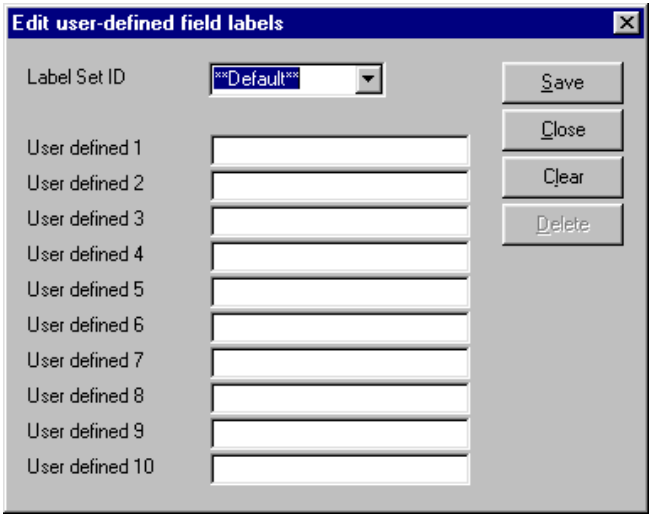
   Highlight the row or cell, then clicking the **Copy** button. Click on the row or cell you want the information inserted and click the **Paste** button.
8. To delete a language select the Language then click the **Delete** button.
9. To exit this dialog box, click the **Close** button.

Creating User-defined Field Labels

Customer Maintenance allows you to create label sets for the field labels on the User-defined tab in the Customer Maintenance window. Creating different label sets allows you to assign different labels for each customer.

1. Select **User-defined Field Labels** from the **Options** menu.

   The Edit User-Defined Field Labels dialog box appears.



2. Type a description of the set of labels in the Label Set ID field provided.
3. Enter the appropriate label to appear next to the User-defined Fields. Use your Tab key to move between fields, or click your mouse in the appropriate field. (Some examples are: Management Personnel, Residence Phone, Residence Address, Sales Mgr, Purchase Mgr, Accounts Mgr, etc.)
4. Click the **Save** button to save your new field labels, then click the Close button to exit this dialog box and return to the Customer Maintenance window.
5. Click the **Clear** button to clear the field labels.
6. Click the **Delete** button to delete the field labels.

Printing Customer Information

There are a number of options available for outputting customer information. You can print the reports in System/Tracking currency or in the Customer's currency.

1. Select **Print** from the **File** menu.

   The Print dialog box appears.

2. Enter the customer ID for the first customer to be printed in the Starting Customer ID field, or click the **Browse** button to select a starting customer ID.
3. Enter the last customer ID to be printed in the Ending Customer ID field, or click the **Browse** button to select an ending customer ID.

   Leave both fields blank to print all customers.
4. Select the down arrow to choose how this file will be produced:

   Print - Select this option to output the file to a printer. The file prints on the default printer.

   View - Select this option to see what the printed output will look like before it is printed. When the information appears, you can scroll through it and print it if you need a hard copy.

   File - Select this option to save the customer information to a comma-separated text file, one customer to a line.

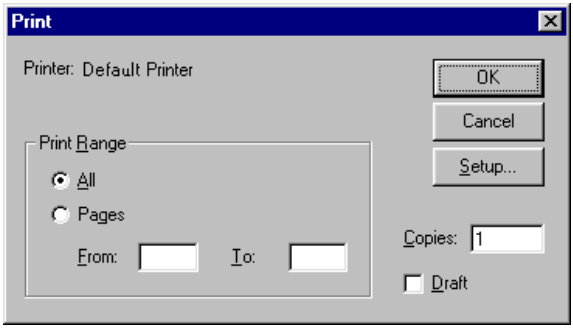
   You can use this file for transferring data to another database, spreadsheet, or other product.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.
5. Click the **OK** button.

6. If you chose the **File** option, a dialog box for the entry of a file location and name.

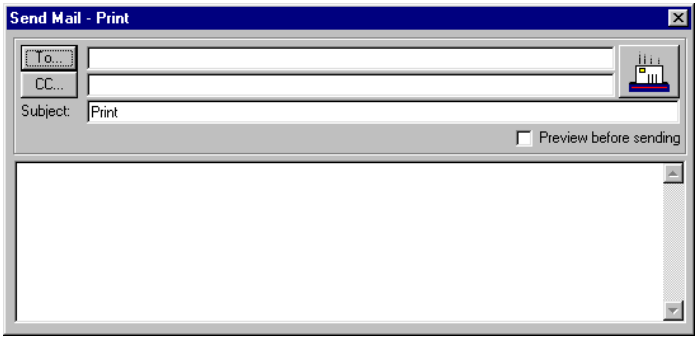
Enter a location for the file, then choose whether to select the Include Field Names on First Output Line checkbox. Click the OK button to save the You can edit the file outside of VISUAL using any text editor.

7. If you chose to print your customer list, the Print dialog box appears.



Choose the options for printing, all or specific pages and number of copies, etc., then select the OK button to continue.

8. If you chose to e-mail your customer list, the Send Mail - Print dialog box appears.



Click the **To...** button to enter the recipient's e-mail address, and the **CC...** button to send the e-mail to additional e-mail addresses, if necessary.

Enter a message, if applicable, then choose to select the **Preview Before Sending** checkbox if you want to view the your e-mail message.

Click the **E-mail** button to send or preview your message.

Chapter 7

Accounting Window

Accounting Window

Use the Accounting Window to create your chart of accounts and enter all of your account information.

The basis for the entire VISUAL Financial system is the Chart of Accounts. It is critical that before you start using this software you develop a logical Chart of Accounts for your business. This involves an analysis of how your business runs and what type of management tools (i.e. reports) you require. It is important to remember that after you establish the chart of accounts and post activity, you cannot delete existing accounts, and can only make limited changes.

Infor VISUAL Financials includes Euro functionality. The software adapts to the universal European guidelines defined by the Madrid Council. All European Common Community (ECC) country companies need to view their business transactions in two potential system currencies simultaneously. VISUAL's database tracks the currencies of ECC countries and enables you to report in either the native or Euro currency.

Infor VISUAL Financials uses the basic concept of Posting and Summary Accounts. Posting accounts form the basis of the General Ledger. VISUAL uses the posting accounts to record the activity of the subsidiary ledgers and general journal entries to the General Ledger. Summary accounts are not General Ledger posting accounts, but accounts that summarize a series of subordinate posting level accounts that make it easier for you to consolidate information that appears on reports. You cannot create general journal entries or reference any posting activity to a summary account. Summary Level Accounts are useful in setting up your financial statements and for creating product line or departmental statements. By creating subordinate accounts you can create the relationships that define summary level accounts in the Accounting Window. The window provides information as to whether the account is a summary or posting level account, and if the account summarizes to a higher level account, the identifier of the summary level account appears.

You can add account groups in Infor VISUAL Financials. Do this to group together accounts that are not necessarily part of the same summary account. For example, if you have setup summary accounts based on departments but would like a report for total payroll, you can create an account group and have all payroll accounts as subordinates to that group. Use this procedure specifically to create reports using the Report Writer. Account Groups are not part of the formal Chart of Accounts. For more information about using the Report Writer, see Chapter 9.

Note: *As you design your Chart of Accounts, make sure you leave enough space between numbers to be able to add accounts at a later date, if necessary. The account numbers are alpha numeric and can be up to 30 characters in length. The account description can be up to 120 characters in length.*

Account Types

Besides the Account Number, the Account Type you assign when you add an account is the single most important piece of information you supply. The Account Types identify the account's purpose in the Chart of Accounts and controls how VISUAL processes the accounts. There are five possible account types:

Account Type	Processing	Beginning Balance
Asset	Balance Sheet	Balance Forward
Liability	Balance Sheet	Balance Forward
Equity	Balance Sheet	Balance Forward
Revenue	Income Statement	Period Account
Expense	Income Statement	Period Account

Asset, Liability, and Equity accounts together form the Balance Sheet. Use Revenue and Expense accounts to record profit and loss (P&L) and form the basis of the Income Statement. Balance Sheet accounts carry beginning balances forward from one processing period to another, while Income Statement accounts are period accounts.

Posting & Summary Account Structure

Summary Accounts are accounts that cumulate amounts contained in other accounts. The balance in a summary account may be comprised of other Summary Accounts or Posting Accounts.

1. Select **Ledger**, **Accounting Window** from the VISUAL main menu.
2. Click the **Browse** button beside the Account ID field to select a Summary or Posting account from the list.

   You may need to select the **Summary Level Accounts** or **Posting Level Accounts** check boxes in the G/L Accounts dialog box to choose the posting or summary account you want to view.
3. Select **Info, Chart of Accounts (indented)** from the menu.

   The Indented Chart of Accounts dialog box appears.

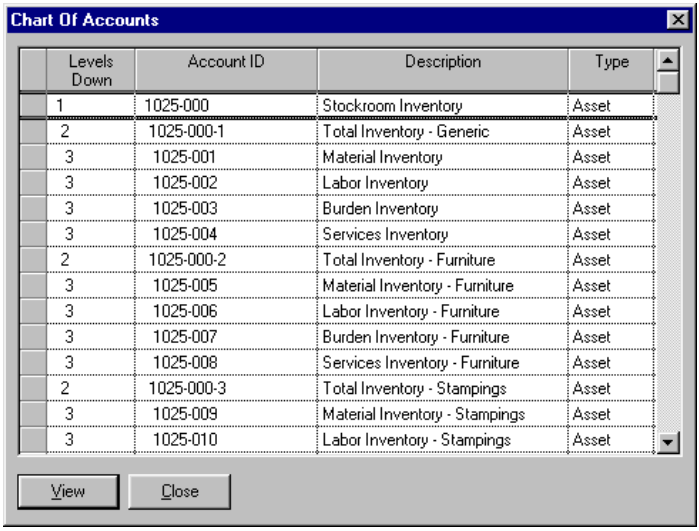


Chart Of Accounts
Levels Down
Account ID
Description
Type
1 1025-000 Stockroom Inventory Asset
2 1025-000-1 Total Inventory - Generic Asset
3 1025-001 Material Inventory Asset
3 1025-002 Labor Inventory Asset
3 1025-003 Burden Inventory Asset
3 1025-004 Services Inventory Asset
2 1025-000-2 Total Inventory - Furniture Asset
3 1025-005 Material Inventory - Furniture Asset
3 1025-006 Labor Inventory - Furniture Asset
3 1025-007 Burden Inventory - Furniture Asset
3 1025-008 Services Inventory - Furniture Asset
2 1025-000-3 Total Inventory - Stampings Asset
3 1025-009 Material Inventory - Stampings Asset
3 1025-010 Labor Inventory - Stampings Asset
View
Close

The Chart of Accounts window lists all accounts that make up the summary or posting account you selected. The **Levels Down** column indicates the reporting level of each account. For example, level one accounts are the accounts that cumulate/contain the value of other accounts. Level two accounts are included in level one accounts, and so on.

Hierarchical G/L Definitions

Listed are basic accounting definitions:

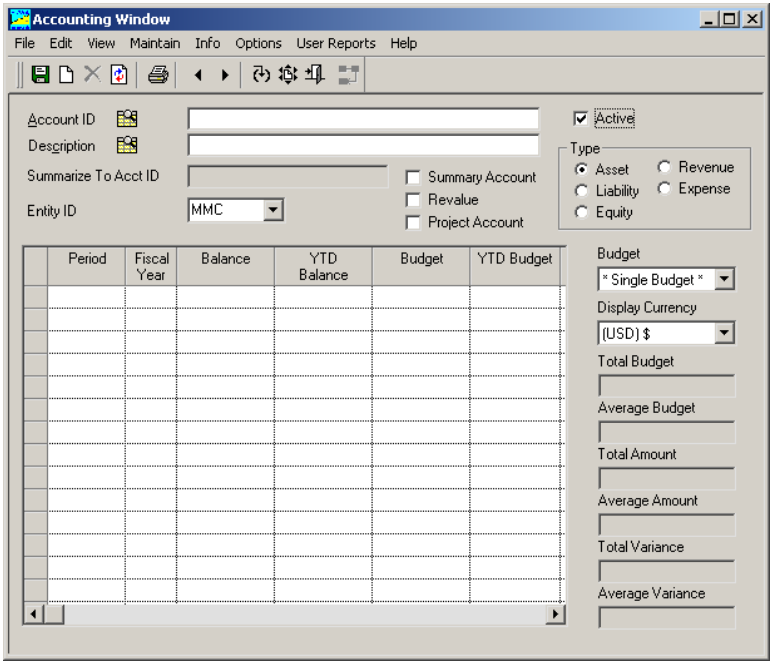
- ❒ Total Assets = Total Liabilities + Owners Equity
- ❒ Total Assets = Current Assets + Net Fixed Assets + Other Assets
- ❒ Current Assets = Total Cash + Net Accounts Receivable + Total Inventory
- ❒ Total Cash = A/R Bank Account + A/P Bank Account + Payroll Bank Account
- ❒ Net A/R = Accounts Receivable - Allowance for Doubtful Accounts
- ❒ Total Inventory = Total Stock Inventory + FG Inventory + WIP Inventory

Starting the Accounting Window

The Accounting Window is available from the VISUAL Main menu, or from any window within Infor VISUAL Financials or Infor VISUAL Financials.

To open the Accounting window, select **Ledger**, **Accounting Window** from the menu, or if you are in a window, select the Accounting window from the navigation bar located to the left of the window.

The Accounting Window appears.



Adding New Accounts

Use the Accounting Window to add accounts to the database.
Note: *If there is an account in the database that closely matches the new account you are adding, you can cut down on the information you must manually enter using this short cut.*

a. Click the **Browse** *button beside the Account ID field to select the existing account that closely matches the data of the account you want to add. You can also enter the Account ID in the field provided.*

b. Change the ID of the existing account to the ID for the new account. This does not affect the existing account information, because an ID cannot be changed once it is created.

c. Edit the information in the newly created account file to match the new account information (refer to Editing Account Information later in this chapter). Be sure to edit information in all sections.

d. Click the **Save** *toolbar button to add the new Account ID to the database.*

1. Click the **New** toolbar button.

2. Enter the new Account ID in the Account ID field.

   The field is alpha numeric and can accommodate up to 30 characters in length.
   Note: *As you design your chart of accounts, make sure you leave enough space between numbers to be able to add accounts at a later date, if necessary.*

3. Enter a brief description for the account in the Description field. VISUAL offers 120 alpha characters.

4. Select account type in the **Type** group box.

   Choose from **Asset**, **Liability**, **Equity**, **Revenue**, or **Expense**.

5. Click the **Summary Account** check box, if appropriate.

   When a summary account box is checked on an account, the account's function changes. VISUAL does not allow direct posting to a summary account. Instead, you can add subordinate accounts to the summary account, and the balance in those subordinate accounts sum into the subordinate account. See "Adding Account Structure" later in this chapter for more information.

6. If necessary, click the down arrow to select an Entity ID for the account from the list, or enter the Entity ID in the field provided.

   VISUAL automatically populates this field using the system default Entity ID that is used in Infor VISUAL Financials. If you have multiple entities, you only need one chart of accounts. Entities are not assigned to an account, they are a different set of balances that track separate financial information using the chart of accounts you have in your system.

7. Select the **Revalue** check box to alert VISUAL that this account needs revaluation due to the Euro and/ or multi-currency. See Chapter 12, "Revaluation" for more information.

8. Click the down arrow beside the Budget field to select a budget for the account.

   To create budgets, refer to "Budget Maintenance" in Chapter 14 of this manual.

9. Enter or click the down arrow to select the currency you want to display in the Display Currency field.

10. Click the **Save** toolbar button to save the new account information to the database.

    VISUAL populates the accounting table with the period information and fiscal year. The balance column has zero amounts until activity from subsidiary ledgers (A/P, A/R, etc.); General Journal Entries or Allocations are posted.

    VISUAL also fills in the following information:

    Total Budget - Total Budget information is the sum of one fiscal year for budget dollars. This field is blank for any balance forward accounts.

    Average Budget - This is the sum of all budget dollars up through the current period, divided by number of periods up through the current period.

    For example, if the current period is July (the arrow shown in the left margin pointing to the current period) and the first period is January. VISUAL calculates the average by the individual monthly budgets from January to July and dividing by 7 (the number of past periods in the current year).

    Total Amount - The Total Amount is the sum of one fiscal year of Balance dollars. This field is blank for any balance forward accounts.

    Average Amount - This is the balance dollars up through the current period, divided by the number of periods up through the current period.

For example, if the current period is July (as indicated by the arrow shown in the left margin pointing to the current period) and the first period is January. VISUAL calculates the average by adding individual monthly balances from January through July and dividing by 7 (the number of past periods in the current year).

Total Variance - Total variance information is the total difference between the Total Budget dollars and Total Amount dollars for one fiscal year. This field is blank for any balance forward accounts.

Average Variance - This is the sum of all variance dollars up through the current period, divided by the number of periods.

For example, if the current period is July (the arrow shown in the left margin pointing to the current period) and the first period is January. VISUAL calculates the average by adding individual monthly variances from January through July and dividing by 7 (the number of past periods in the current year).

Changing the Active Status of Accounts

By making an account Inactive you can hide an account so that your users cannot use the account as a Default account or use it in any transactions.

Only users with administrator privileges may make changes to inactive accounts.

If you want to view the status of accounts in the search dialog box, select **Edit Columns** from the Options menu and select the **Active_Flag** check box in the Include column.

To change the active status of an account:

1. Open the Account Maintenance window.
2. Click the **Account ID** button and select the appropriate account from the list.
3. Select or Clear the **Active** check box.

   When you attempt to change and active status of an account, VISUAL checks to make sure that the account has no current or forthcoming balances.
4. Click the **Save** toolbar button.

Editing Account Information

Use the editing function if you want to make changes to your account description, account type, and budget or summary account information.

1. Enter the Account ID into the Account ID field.

   If you do not know the Account ID, click the **Account ID** button and select the account from the table. The current information from the account populates in the fields on the window.

   Changing the Account ID creates a new account. See "Adding New Accounts" in this chapter for additional information.

2. Make any necessary changes to the following account information.

   Account Description - The Account Description describes the account.

   Account Type - The Account Type determines how VISUAL processes the account.

   Summary Account - You may have the option to select the Summary Account check box. The Summary Account check box identifies the account as a summary level account. Select this check box, if applicable.

   Revalue - You may have the option to select the Revalue check box. The Revalue check box alerts VISUAL that this account needs revaluation due to the Euro and/or multi-currency. Select this check box, if applicable.

   Budget - Click the down arrow to select a budget from the list.

   Display Currency - Click the down arrow to select a different currency from the list.

   The options available in this drop down list are your system currency, or tracking currency.

3. Click the **Save** button to save your changes.

Deleting Accounts

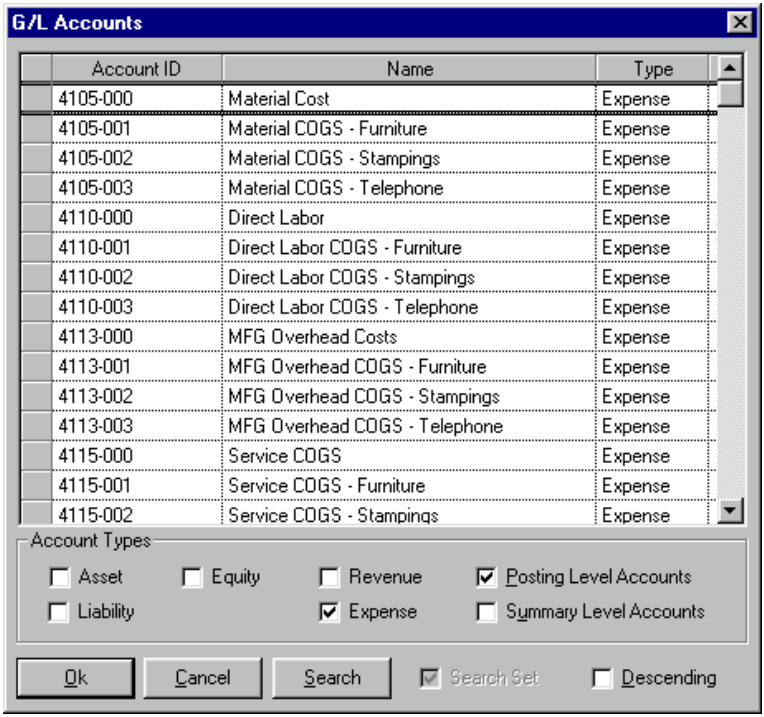
Note: *You cannot delete an account if the account has a balance, or if transactions have been posted to the account.*

1. Click the **Browse** button beside the Account ID field to select the account ID from the list, or enter the Account ID in the field provided.
2. Click the **Delete** toolbar button.

   VISUAL asks you to confirm your deletion.
3. Click the **Yes** button to delete the account, or the **No** button to cancel the deletion.

Using the Account ID Tables

The Account ID Table contains information about all of the accounts that are defined in your Chart of Accounts. You can access this table by clicking the **Account ID** or the **Description** button. You can use the Account ID Tables to view the accounts and to select an account that you want to use.



The Account ID table shows the Account ID, Name (the description of the account), and Account Type. When the table first appears, VISUAL displays all posting level accounts in ascending order. You have the option of viewing the account types you choose (Asset, Liability, Equity, Revenue and/or Expense). Select the appropriate check box to include posting and/or summary accounts in the list. In addition you can show the list in either ascending or descending order.

If you would like to view only certain types of accounts (Asset, Liability, Equity, Revenue and/or Expense), clear the appropriate boxes. If a box is checked, accounts with that account type appear in the table.

You can choose to view Posting Level and/or Summary Level accounts. If you would like to see the summary level accounts in the chart, select the **Summary Level Accounts** check box. If you do not want to view the Posting Level Accounts, clear the check box.

You can view this table in descending order by selecting the **Descending** check box. Descending order sorts the table in the following manner:

First	Lowercase alphanumeric characters (z to a)
Second	Uppercase alphanumeric characters (Z to A)
Third	Numeric characters (9 to 0)

You can view the G/L Accounts window by Name (Description). The same table appears if you click on the **Description** button in the Accounting Window. However, the Name appears before the Account ID and VISUAL sorts the table by Name (Description).

You can search the table either by Account ID or by Name. When you click the **Search** button, VISUAL displays a blank line at the beginning of the table. You can use this line to specify your selection criteria. You can either type the Account ID or Name exactly, or you can use wildcard characters in your search. The underscore character (_) is a variable for one character space; the percent sign (%) represents any number of characters. After specifying your selection criteria, either click the **Search** button again or press the ENTER key on your keyboard. VISUAL displays all the accounts that match the search criteria you specified.

VISUAL automatically checks the search set box whenever the accounts in the window are a subset of the total Chart of Accounts. This applies to selection by Account Type and Level in addition to specified search criteria.

To select an account, either highlight a line and click **Ok**, or double-click the account line on the table.

To close the table and return to the Accounting Window without selecting an account, click the **Cancel** button.

Adding Account Structure

You should design the structure of your Chart of Accounts before you start adding any accounts or entering account information. The Chart of Accounts design should consist of the accounts and the Account IDs that the chart will contain as well as the relationship between the accounts. You create relationships from the top of the hierarchy down; use the summary level account to specify the accounts that are subordinate to it, within that account hierarchy.

After you have designed the Chart of Accounts and the Indented Chart of Accounts, you can use the Accounting Window to add the posting and summary level accounts.

Although it is advisable to add all of the accounts and their relationships before you start using the General Ledger, you can add both accounts and relationships at any time. When you add relationships at the top of the account hierarchy, VISUAL automatically summarizes amounts from lower level accounts.

Inserting Subordinate Accounts

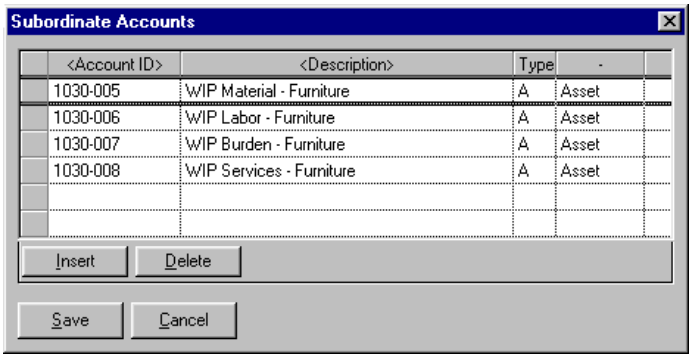
To add relationships between accounts in the Chart of Accounts:

1. From the Accounting window, select the Summary Account for which you want to add Subordinate Account relationships.

   If you do not know the Account ID, click the **Browse** button and select the account from the table.

2. Select **Edit, Subordinate Accounts** from the menu.

   The Subordinate Accounts dialog box appears.



3. Click the **Insert** button to create a new subordinate relationship.

   An arrow in the row header indicates you are able to add a subordinate account to the selected summary account.

4. Enter the Account ID of the subordinate account or double click the Account ID column header and select an account from the table.

   VISUAL automatically fills in the Description and Account Type.

5. Continue to insert all accounts subordinate to this Summary (parent) Account by clicking the Insert button.

6. Click the **Save** button to save the new account (relationship) structure, and **Cancel** to exit the Subordinate Account table.

   To close the Subordinate Accounts dialog box without saving click on **Cancel**.

   Note: *You can modify your account structure at any time by either adding new accounts to a structure or removing accounts from one structure and adding them to another. VISUAL allows an account to be subordinate to one other account in the hierarchy. If you already used the account as a subordinate and you use the account again, VISUAL automatically deletes the old relationship (backs out any summarized accounts) and forms the new relationship.*

Removing Subordinate Accounts

You can also remove subordinate accounts from a structure by selecting the account and then clicking the **Delete** button. Click the **Save** button to save the removal of the subordinate account and then **Cancel** to exit the subordinate account table. When you remove a relationship, VISUAL automatically backs out all amounts that were summarized from that subordinate account.

Click the **Cancel** button to close without saving the removal of the subordinate account. You must click the **Save** button to save the removal of the subordinate account.

After you remove the existing relationship for the account; make sure you create a new relationship for the account within the account structure.

Creating Posting Level Account Structures with Departments

You can use the following example to structure your Chart of Accounts so that you can produce Profit and Loss (P&L) Statements by department.

In order for the department concept to work, you must create posting level accounts for the level of detail that you want to appear on the P&L Statement.

For example, if you want machine tooling expenses or sales broken out by department, you must have a summary account for each department.

Below is a sample structure:

9000-001 ——— Department code

I_____Group or base account number

9000 Total Revenue (Summary Account)

9000-001 Total Net Sales - Domestic (Summary Account)

9001-000 Tooling Revenue

9001-001 Tooling Revenue - Department 1

9001-002 Tooling Revenue - Department 2

9001-003 Tooling Revenue - Department 3

9002-000 Total Stamping Revenue

9002-001 Stamping Revenue - Department 1

9002-002 Stamping Revenue - Department 2

9002-003 Stamping Revenue - Department 3

The example shows an account structure with a summary account by product type and detail by department. To create a P&L for Department 1, you can indicate the revenue accounts by using a query by example or wild cards in the G/L Report Writer. For example, use 9___-001 to indicate any revenue accounts beginning with 9 and ending with 001. You can also use **Account Groups** from the **Edit** menu.

You can define an account group in the Account Groups table dialog box. This is similar to setting up subordinate accounts under a summary account, but here you can select any accounts you want, regardless of how they are structured. These account groups are not part of the formal Chart and you use them specifically for report writing.

For the above example, you could create a Group ID called Dept 1, and list every account pertinent to that department in this window. You can then select this group in the G/L Report Writer and create the P&L for this department without having to enter all the accounts in the report.

When setting up your Chart of Accounts, you must have specific accounts for Net Income and Retained Earnings. Specifically, you need a Net Income summary account for capturing Net Income / Loss for the year for all of the activity on the income statement accounts. This account has an account type of Revenue. This account then summarizes to a Current Year Income account with an account type of Equity, in your equity section of the balance sheet.

You also need to create a posting level account to use at year-end to clear out the Current Year Net Income to Retained Earnings. After you have finalized your year-end, you need to post a general journal entry to book your year to date net income (loss) to retained earnings.

Balance Sheet

Acct 1315-Retained Earnings: Equity Account - Posting Level

Acct 1350-Current YTD Income: Equity Account - Sum Level

Income Statement

Acct 8999-Summary Account for all Income Statement posting accounts - Balance is the YTD Income (Loss) = (Total Revenue - Total Expenses)

Acct 9999-Posting Account to clear income to Retained Earnings

At Year-End, book a journal entry to move current year income to Retained Earnings:

The following is an example of generating a profit for the year:

Entry	DR	CR
Debit Acct 9999	$ xxxxxxx	
Credit Acct 1315-000		$ xxxxxxx

This moves current year profit into retained earnings and creates a contra account to summarize with Net Profit to report only Current Year Profit.

Level	Acct ID	Description	Type
1	1315-000	Cur Yr	Equity (Posting)
1	1350-000	CurYr Inc/Loss	Equity (Summary)
2	8999	YTD Net Inc/Loss	Revenue (Summary)
2	9999	Net Inc Clear A/C	Revenue (Posting)

Account 8999; Net Income (Loss) YTD is the summary account for all the income statement posting accounts. This account balance is your Net Income number for the current year. This account summarizes to account 1350-000, Current Year Income/(Loss) in the Equity section of your balance sheet. Account 9999, Net Income Clearing Account, is the posting level account used to clear your current year net income to Retained Earnings. This account also summarizes to account 1350-000. This account acts as a contra account to account 8999.

After your year-end and before you close the first period of the next year, you need to book a journal entry to close out net income to retained earnings. Assuming you have generated a profit for the year, the entry would be as follows:

Debit Acct 9999	$ xxxxxxx	
Credit Acct 1315-000		$ xxxxxxx

After this entry, if you print a balance sheet, the effect would be that account 1350-000 will have a zero balance and account 1315-000 will have increased by the amount of the journal entry and your balance sheet will still be in balance.

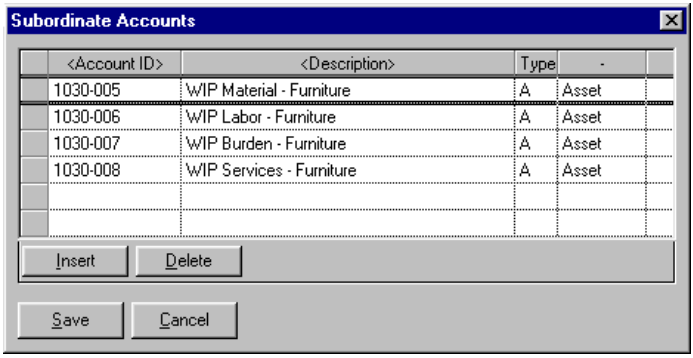
To add relationships between accounts in the Chart of Accounts:

1. From the Accounting window, select the Summary Account for which you want to add Subordinate Account relationships.

   If you do not know the Account ID, click the **Account ID** button and select the account from the table.

2. Select **Edit, Subordinate Accounts** from the menu.

   The Subordinate Accounts dialog box appears.



3. Click the **Insert** button to create a new subordinate relationship.
4. Enter the Account ID of the subordinate account or double-click the Account ID column header and select an account from the table.

   VISUAL automatically fills in the Description and Account Type.
5. To add additional accounts subordinate to this Summary (parent) Account, click on the **Insert** button.
6. Click the **Save** button to save the new account (relationship) structure, and **Cancel** to exit the Subordinate Account table.

   To close the Subordinate Accounts dialog box without saving, click on **Cancel**.

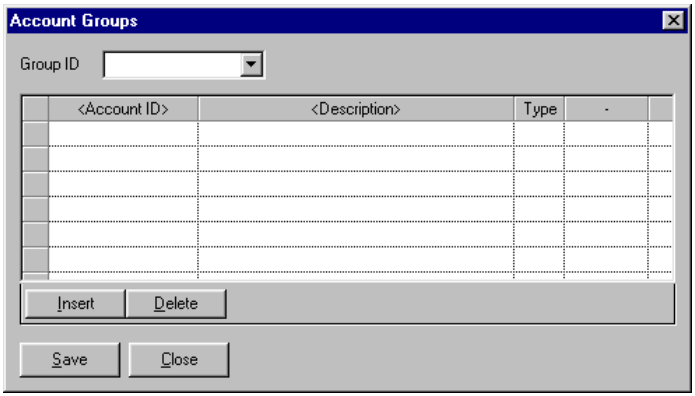
Creating and Maintaining Account Groups

Use Account groups to group accounts together under one identifier, which you can specify when you create reports only with the G/L Report Writer. See Chapter 9 for more information on creating reports.

To create an account group:

1. Select **Account Groups** from the **Maintain** menu.

   The Account Groups dialog box appears.



2. Enter the account group identifier in the Group ID field to create a new account group.

   This identifier must be unique to the system.

3. Click the **Insert** button to insert a new detail line.

4. In the Account ID column, enter an Account ID, or select one from the table.

   If you enter the Account ID, the account description and type populate automatically. You can also choose to enter or select an Account by its Description. If you specify or select the Description, the Account ID and Type populate automatically.

5. To continue adding, either click the **Insert** button.

6. When you have added all the accounts you want to include in the group, click the **Save** button.

   VISUAL saves the account groups.

Maintaining Account Groups

After you have created the account group, you can maintain it using the Account Groups window.

To add accounts to the Account Group:

1. Select the Group ID of the group you want to maintain by clicking the down arrow to display the list.

2. Click the **Insert** button.

3. Enter or select the Account ID of the account you want to add in the Account ID column.

4. Click the **Save** button.

To delete accounts from an Account Group:

1. Select the Group ID of the group you want to delete by clicking the down arrow to display the list.
2. Select (highlight) the line you want to delete by clicking the row header.
3. Click the **Delete** button.

   VISUAL places an **X** in the row heading to indicate it is marked for delete.
4. Click the **Save** button to permanently delete the line from the group.

Using the Accounting Window Inquiry Features

There are several inquiry windows available from the **Info** and **View** menus of the Accounting Window. You can use these windows to view additional information about the account you are currently viewing.

From the **Info** menu:

❒ Chart of Accounts (indented)

❒ Chart of Accounts (next level)

From the **View** menu:

❒ Display parent account

The Chart of accounts, such as the **Chart of Accounts (indented)** option below, opens a dialog box that lists all accounts associated with the selected account.

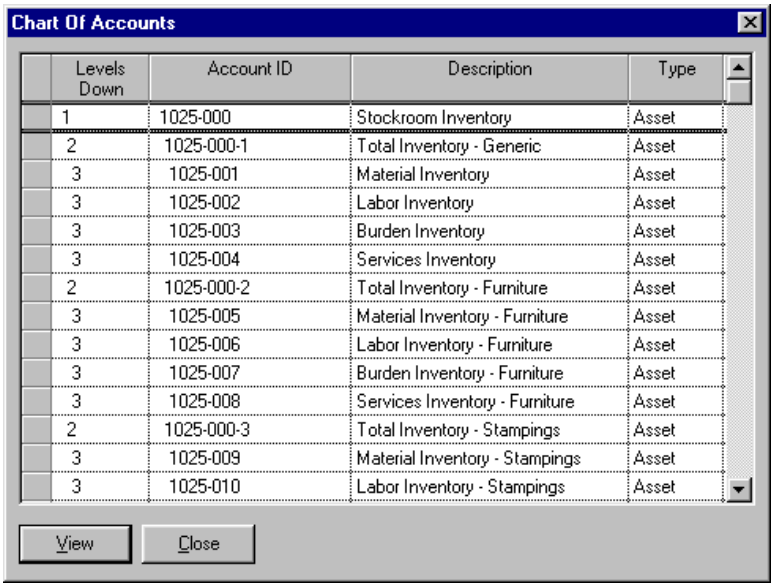


Chart Of Accounts
Levels Down
Account ID
Description
Type
1 1025-000 Stockroom Inventory Asset
2 1025-000-1 Total Inventory - Generic Asset
3 1025-001 Material Inventory Asset
3 1025-002 Labor Inventory Asset
3 1025-003 Burden Inventory Asset
3 1025-004 Services Inventory Asset
2 1025-000-2 Total Inventory - Furniture Asset
3 1025-005 Material Inventory - Furniture Asset
3 1025-006 Labor Inventory - Furniture Asset
3 1025-007 Burden Inventory - Furniture Asset
3 1025-008 Services Inventory - Furniture Asset
2 1025-000-3 Total Inventory - Stampings Asset
3 1025-009 Material Inventory - Stampings Asset
3 1025-010 Labor Inventory - Stampings Asset
View
Close

You have the option to replace the selected account with any account in this dialog box by highlighting the account you want to open and selecting the **View** button.

The **Chart of Accounts (indented)** option (shown above) opens a dialog box that indicates the levels of subordinate accounts (accounts that feed into the account you selected in the Accounting window.) Along with the Account ID, Description, and Type, a Level Down number indicates how many levels down from the displayed account the subordinate account is.

Similarly, the **Chart of Accounts (next level)** option opens a dialog box that lists all accounts that are one level below the account you are viewing in the Accounting window. VISUAL lists the Account ID, Description, and Type.

The **Display parent account** option replaces the account you are currently viewing in the Accounting window with the parent account.

These quick inquiries can be useful to you as you create the Chart of Accounts, to quickly obtain information about an account and its relationships.

If you want to print a hard copy of the reports; General Journal, Trial Balance, General Ledger, Chart of Accounts, Indented Chart of Accounts, Basic Balance Sheet, or the Basic Income Statement select the appropriate option from the **File** menu in the Accounting Window.

Posting Transaction Accounts to the General Ledger

VISUAL creates the Subsystem Journals through one of the subsystems of Infor VISUAL Financials, Accounts Payable and Accounts Receivable, to post financial transactions to the ledger.

Accounts contain two types of amounts, Actual and Budget (Forecast). Actual represents the actual transactions of your company. Budget represents what you plan or forecast as projections of those transactions.

VISUAL posts actual amounts by period and fiscal year to an account using one of the following methods:

- ❒ General Journal Entry
- ❒ Allocations
- ❒ Post Manufacturing Journals
- ❒ Subsystem Journals

General Journal Entry - Posting using General Journal Entry allows you to create journals within the General Ledger that posts directly to posting level accounts. See Chapter 8 for information on Posting General Journal Entries to the General Ledger.

Allocations - Posting using allocations allows you to create automatic journal entries within the General Ledger that posts to posting level accounts. You can use allocations to distribute costs among accounts, or to create recurring journal entries for processing on a cyclical basis (weekly, monthly, yearly or as necessary). See "Using Allocations" later in this chapter for information on processing Allocations for posting to the General Ledger.

Post Manufacturing Journals - Post Manufacturing Journals is available from within the General Ledger. Use this function to post the transactions created through Infor VISUAL Enterprise's Costing Utilities function. See Chapter 11 for information on posting the Manufacturing Journal to the General Ledger.

Subsidiary Ledgers - You create Subsidiary Ledgers through one of the subsystems of Infor VISUAL Financials Accounts Payable and Accounts Receivable and then post the financial transactions to the ledger.

Transaction types include:

BAJ = Bank Account Adjustments	GJ = General Journal Entry
API = A/P Invoice	PUR = MFG Purchases
APC = Cash Disbursements	WIP = MFG Work in Progress
ARI = A/R Invoice	FG = MFG Finished Goods
ARC = Cash Applications	SLS = MFG Shipments
ADJ = Inventory Adjustments	IND - Indirect Labor

Rules for Posting to Actuals

Whether you are posting Actuals with general journal, allocations or journals created from a subsystem or manufacturing, VISUAL requires that your transactions meet the following conditions:

- ❒ The period you are posting must be open. To activate the Accounting Period Calendar, select it from Financials Application Global Maintenance.
- ❒ All entries in the journal must post to accounts within the same entity.
- ❒ All specified accounts must be posting level accounts.
- ❒ The total of Debit amounts must equal the total of Credit amounts within the journal.

These requirements ensure that your ledger remains in balance.

Summarization of Amounts

When you post a journal entry to a posting level account that has a related summary level account, VISUAL automatically implodes (summarizes) amounts to all related higher level accounts.

VISUAL posts (implodes) all entries to the appropriate Posting Accounts and implodes the amount related to the Summary Accounts.

Automatic Amount Maintenance

VISUAL automatically maintains amounts within the account hierarchy. When you add relationships, VISUAL implodes amounts upward. When you remove relationships, VISUAL removes amounts from the summary level account(s).

Budgets

VISUAL specifies Budget (or forecasted) amounts directly to an account using the Accounting window, or from the VISUAL main menu under the Ledger option. They are maintained on a period-by-period basis for the fiscal year (budget amounts for balance sheet accounts are not balance forwarded).

You can enter Budgets at the Posting or Summary level of the account hierarchy, whichever serves the reporting requirements of your company. Like Actuals, when you define relationships, VISUAL implodes amounts to parent accounts.

Because you can enter budget amounts at either the Posting or Summary levels, you must be extremely careful to maintain consistency to which level you use for budgeting to ensure the accuracy of the budget and forecast reports.

Using Allocations

Use the **Allocations** function from the **Maintain** menu of VISUAL's Accounting Window to generate General Ledger journal entries.

You can use allocations to:

- ❒ Distribute common costs between accounts
- ❒ Create Recurring Journals

Setup the allocation to distribute the amount in one account to other accounts in the General Ledger using the Allocations function. After you create the allocation, you can run it on a regular basis or as necessary.

Distributing Common Costs Between Accounts

You may need to distribute the costs in one account among others in the General Ledger according to your financial structure; for example, by division, department, or product line. Allocations allows you to choose how the amounts will be distributed and allows you to determine the timing of the distribution. This gives you the ability to automatically allocate costs across functional structures (departments, divisions, entities, etc.) You can setup the allocation to distribute the amount in one account to another account in the General Ledger. After you create the allocation, you can run it on a regular basis (schedule) or as necessary.
Note: *Use caution when changing calculated allocation amounts. Changing amounts affects the journal entries that post to the General Ledger.*

Creating Recurring Journals

Use Allocations to create Recurring Journals when you need to post the same journal on a recurring basis. This saves you the trouble of recreating the journal each time you need to post it. When you create Recurring Journals using the Allocations feature, you can ensure that the journal is not posted more than once in the specified time period.

Use recurring journals for fixed expenses such as Rent, Utilities, Prepayments, Depreciation & Amortization.

Allocating Amounts

There are several different methods you can use to allocate amounts. They are by:

- ❒ Fixed Dollar Amount
- ❒ Set Percentage
- ❒ Ratio
- ❒ Any Combination

VISUAL determines the allocation method based on the information you provide.

In the **Fixed Dollar Amount** method, you specify a fixed amount that you want to distribute among the posting level accounts you list. As an example, you may want to use this method to create recurring journal entries.

In the **Set Percentage** method, you distribute the amount in a posting level account to other posting level accounts by percentages that you define. You can also specify a fixed dollar amount you want to include. For example, you may want to distribute rent expenses to specific cost centers.

In the **Ratio** method, you distribute the amount in one account to other posting level accounts using a ratio that you define. You can also specify a percentage and/or a fixed dollar amount that will affect the allocation amount. For example, you may want to use this method to distribute selling commission amounts for the company to international and domestic commission accounts based on a ratio of total sales to the sales for each area.

Allocating Accounts

There are three types of accounts you may use in an allocation depending upon the allocation method.

- ❒ Allocate Amount (Account ID)
- ❒ Numeric and Divisor Accounts (ratio)
- ❒ Debit/Credit Accounts (allocate-to accounts)

VISUAL uses the Base Account and Numerator/Divisor accounts in the allocation calculations; it creates journal entries for the Debit/Credit accounts.

The **Allocate Amount** provides the percentage amount to allocate in the Set Percentage and Ratio allocation methods; therefore, it could also be called the allocations-from account. When you process an allocation in a specific period of the fiscal year, VISUAL uses the amount for that period from the base account as the base amount you want to allocate, then uses the formula you define to arrive at the actual amount to be allocated.

In the **Ratio** method, you allocate the base amount according to a ratio that you define. You define that ratio by specifying the accounts whose period amounts you want to use as Numerator and Divisor in your ratio. VISUAL uses the period for which you are processing the allocation to determine which period amount in the Numerator and Divisor accounts to use.

The Debit Account and Credit Account receive the allocated amount; therefore, they could also be called the Allocate-to accounts. After VISUAL calculates the amount to allocate, it creates and posts a debit and credit amount. These accounts are used in all allocation methods. See “Generating Allocations” later in this chapter.

Triggering the Timing of Allocation Accounts

There are three choices for scheduling allocations; and are known as Triggering values:

- ❒ None
- ❒ Weekly
- ❒ Monthly

You specify the timing for the allocation when you create it. This tells VISUAL when and how often to allow the allocation to be run.

If you must manually schedule allocations to run, use the **Generate Allocations** feature available through the General Journal Entry window. However, regardless of which allocations you attempt to schedule, VISUAL does NOT schedule an allocation that has already been run in the time frame you define. Refer to Chapter 8 for more information on Generating Manual Allocations.

A triggering value of **None** tells VISUAL that this is a "daily" allocation. You can run it a maximum of once per day, but you can also run it less often.

A triggering value of **Weekly** tells VISUAL that this allocation can be run a maximum of once per week. You must also specify on which day of the week (Saturday - Friday) you want the allocation to run. This triggers on or after the date you specify.

A triggering value of **Monthly** tells VISUAL to run this allocation a maximum of once per month. You must also specify on which day of the month (1-31) you want the allocation to run. Select 31 if you want to run on the last day.

Setting Up G/L Allocations

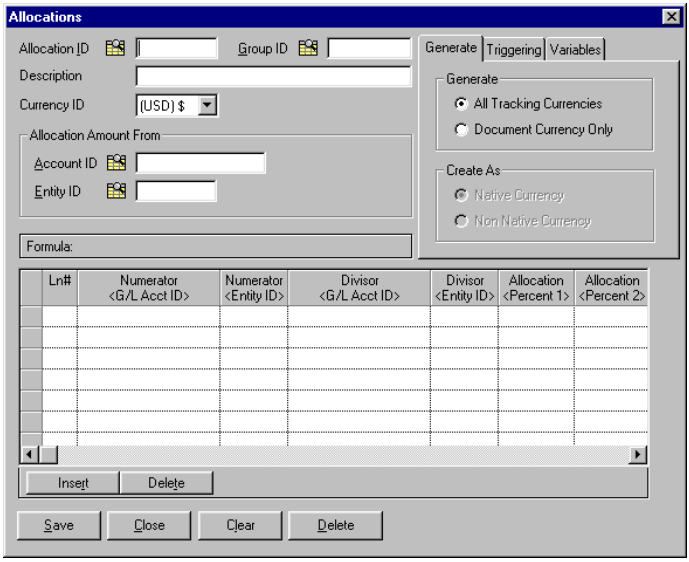
You can create General Ledger Journal Allocations to automatically allocate general or common costs such as rent, telephone, utilities, across functional structures (departments, divisions, or entities). These allocations can be a fixed dollar amount, set percentage, a ratio of factors or any combination of these. The allocation function also gives you a method similar to recurring journal entries for items that need to be booked consistently.

Creating Fixed Dollar Amount Allocations

Specify a fixed amount that you want to distribute among the posting level accounts.

1. Select **Allocations** from the **Maintain** menu.

   The Allocations dialog box appears.



2. Enter a unique identifier for the allocation in the Allocation ID field (VISUAL allows 5 characters) or you may select one using the **Browse** button.

3. You can optionally specify a Group ID, or choose one using the **Browse** button.

   VISUAL uses Allocation Group IDs to group allocations for the purpose of processing them simultaneously.

4. Enter a description in the Description field.

5. Enter the Currency ID or select from the drop-down arrow.

6. Click the **Browse** button beside the Account ID field to select an Account ID from the list, or enter the Account ID in the field provided.

   An entry in this field is always required; however, VISUAL ignores it when you specify data for the Fixed Dollar Amount.

   When you specify an Account ID, the account description appears next to the field. VISUAL also displays the default corresponding Entity ID (you also have the option of entering or selecting it). **Again, this field has no significance when you are creating a Fixed Dollar Amount allocation.**

7. Click the **Browse** button beside the Entity ID field to select an Entity ID from the list, or enter the Entity ID in the field provided.

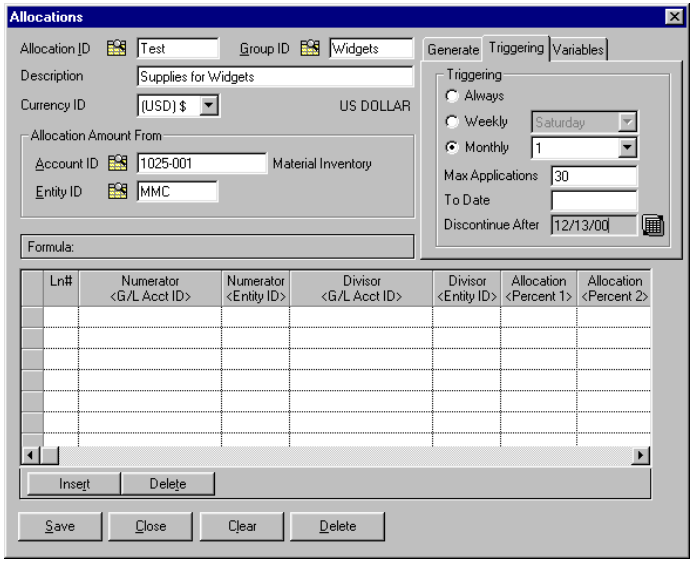
8. Click the **Generate** tab if necessary.

   You can choose to generate the allocations by All Tracking Currencies or by Document Currency Only.

   If you select to allocate by Document Currency Only, you also must select a Create As option. The options are to create by Native Currency or Non Native Currency.

9. Click the **Triggering** tab.

   The Triggering tab appears.



Choose a Triggering method to tell VISUAL how often and when you want the allocation you are creating to run.

None - You can run a daily allocation once per day.

Weekly - You can run a weekly allocation a maximum of once per week. Select the day of the week from the pull down menu (Saturday - Friday). The default is Saturday. This triggers on or after the date you specify.

Monthly - You can run a monthly allocation a maximum of once per month. Select the Day of Month (1-31) the allocation should be run, from the pull-down list next to the field. Valid values are 1 through 31; the default is 1. Specify 31 if you always want to run the allocation on the last day of the month.

10. If necessary, specify a Max applications value in the Max applications field.

    This number tells VISUAL to disable the allocation after VISUAL runs the allocation the specified number of times, or discontinue after date, whichever is reached first. If you leave the field blank, VISUAL assumes there is no limit to the total number of times the allocation can be run.

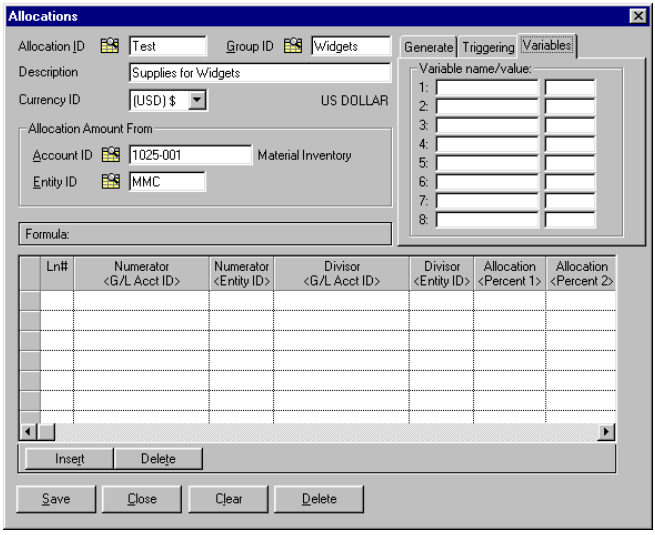
    VISUAL maintains the To Date field. This computes the total number of times VISUAL has run the allocation as of the current system date.

11. If necessary, specify a Discontinue After date in the Discontinue After field.

    This instructs VISUAL to disable the allocation after the specific date. If you leave the field blank, VISUAL assumes there is no date limit for the allocation.

12. Click the **Variables** tab.

    The Variable Name/Value section appears.



If necessary, you can specify variables to select the base allocation amount in the Variable Name/Value fields.

For each variable you define, specify an identifying name and value.

13. Click the **Insert** button to create a detail line.

    A new line appears in the table. VISUAL automatically assigns a line number.

    You can have multiple detail lines within an allocation. In fact, individual detail lines within an allocation can post to different entities.

14. Tab to the Allocation <Percent 1> and Allocation <Percent 2> columns and specify a percent value of 100 or zero for each fixed value.

    These fields must contain a value.

15. Specify the base amount you want to allocate in the Additional <Amount> field.

    Or if you have defined amounts in the Variable Name/Value field, you can double-click the column header and select the variable that represents the amount you want to use for this detail line.

16. Specify the accounts to which you want to allocate the base amount by entering account numbers for the Debit <G/L Acct ID> and Credit <G/L Acct ID> fields.

    Each line MUST have both debit and credit accounts.

    VISUAL creates one debit transaction and one credit transaction for the base amount to the appropriate accounts specified.

17. Enter or select another Entity ID in the Entity ID field.

    The Transaction <Entity ID> for the Debit G/L Acct ID and the Credit G/L Acct ID fields defaults to the entity for the accounts.

18. If you want to add additional detail lines, either Tab to the next line or click the **Insert** button again and add as many detail lines as you need.

19. Review what you have created for each detail line by selecting the line and viewing the Formula field located above the table.

20. Click the **Save** button to save the allocation.

Deleting Allocation Detail Lines

If you decide you want to delete a detail line, select the line then click the **Delete** button.

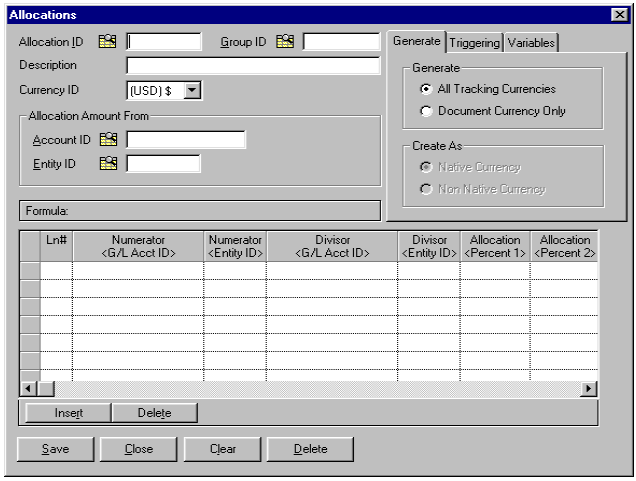
If you have not yet saved the allocation, VISUAL removes the line immediately. If you HAVE saved the allocation, VISUAL marks it for deletion with an **X**. To permanently remove the line, click the **Save** button.

Creating Set Percentage Allocations

In the Set Percentage method, you distribute the amount in a posting level account to other posting level accounts by percentages that you define. You can also specify a fixed dollar amount. For example, you may want to distribute rent expenses to specific cost centers.

1. Select **Allocations** from the **Maintain** menu.

   The Allocations dialog box appears.



2. Enter a unique identifier for the allocation in the Allocation ID field.
3. You can optionally specify a Group ID, or select one using the **Browse** button.

   VISUAL uses Allocation Group IDs to group allocations for the purpose of processing them simultaneously.
4. Enter a description in the Description field.
5. Enter the Currency ID or select from the drop-down list box.
6. Specify an Account ID in the Allocation Amount From Account ID field.

This account holds the base period amount that VISUAL distributes to the account you specify in the Debit G/L Acct ID and Credit G/L Acct ID fields according to the percentages you specify in the Allocation Percent fields.

When you specify an Account ID, the account description appears next to the field. VISUAL also defaults the corresponding Entity ID (you also have the option to enter or select it).

7. Enter an Entity ID in the Entity ID field, or select one using the **Browse** button.

8. Click the **Generate** tab, if necessary. You can choose to generate the allocations by All Tracking Currencies or by Document Currency Only.

   All Tracking Currencies - Select this option to generate the allocations using all tracking currencies.

   Document Currency Only - Select this option to generate the allocations using the currency of the document only.

   If you select to allocate by Document Currency Only, you must also select a Create As option. The options are to create by Native Currency or Non Native Currency.

   Native Currency - Select this option to create the allocation using the currency of your country.

   Non-native Currency - Select this option to create the allocation using the currency of another country.

9. Click the **Triggering** tab, then choose a Triggering method to tell VISUAL how often and when you want to run the allocation.

   Select from the following options:

   None - You can run a daily allocation once per day.

   Weekly - You can run a weekly allocation a maximum of once per week. Select the day of the week from the pull down menu (Saturday - Friday). The default is Saturday. This triggers on or after the date you specify.

   Monthly - You can run a monthly allocation a maximum of once per month. Select the Day of Month the allocation should be run, from the drop-down list next to the field. Valid values are 1 through 31; the default is 1. Specify 31 if you always want to run the allocation on the last day of the month.

10. Specify a Max applications value in the Max applications field.

    This number tells VISUAL to disable the allocation after it has run the specified number of times. If you leave the field blank, VISUAL assumes there is no limit to the total number of times the allocation can be run.

VISUAL maintains the To Date field. This tells you the total number of times the allocation has been run as of the current system date.

11. If necessary, specify a Discontinue After date in the Discontinue After field.

    This instructs VISUAL to disable the allocation after the specific date. If left blank, VISUAL assumes there is no date limit for the allocation.

12. Click the **Variables** tab.

    If necessary, specify variables to select the base allocation amount in the Variable Name/Value fields.

    For each variable you define, specify an identifying name and value.

13. Click the **Insert** button.

    A new line appears in the table. VISUAL automatically assigns a line number.

    You can have multiple detail lines within an allocation. In fact, individual detail lines within an allocation can post to different entities.

14. Tab to the Allocation <Percent 1> and Allocation <Percent 2> fields and enter percent values.

    The percentages you specify determines which percent of the period amount in the base account is distributed to the debit/credit accounts. VISUAL multiples each percentage by the base amount in the formula VISUAL creates. You can additionally specify a third percentage in the Additional <Percent> field (or select it from the Variable Name Table).

15. Specify any additional amount you want to allocate in the Additional <Amount> field.

16. Specify the accounts for which you want to create journal entries by entering or selecting account numbers for the Debit <G/L Acct ID> and Credit <G/L Acct ID> fields.

    For each detail line, VISUAL creates one debit transaction and one credit transaction for the allocation amount it calculates to the appropriate accounts specified.

17. Enter or select a different Entity ID in the Entity ID field.

    The Transaction <Entity ID> for the Debit G/L Acct ID and the Credit G/L Acct ID fields defaults to the entity for the accounts.

18. If you want to add additional detail lines, either press the Tab key to move to the next line or click the **Insert** button again and add as many detail lines as you need.

19. Review the formula you have created for each detail line by selecting the line and viewing the Formula field.

20. Click the **Save** button to save the allocation.

    You can click the **Clear** button at any time in this process to remove all the allocation data you have entered (i.e., to clear all the fields on the window).

Deleting Allocation Detail Lines

If you decide you want to delete a detail line, select the line then click the **Delete** button.

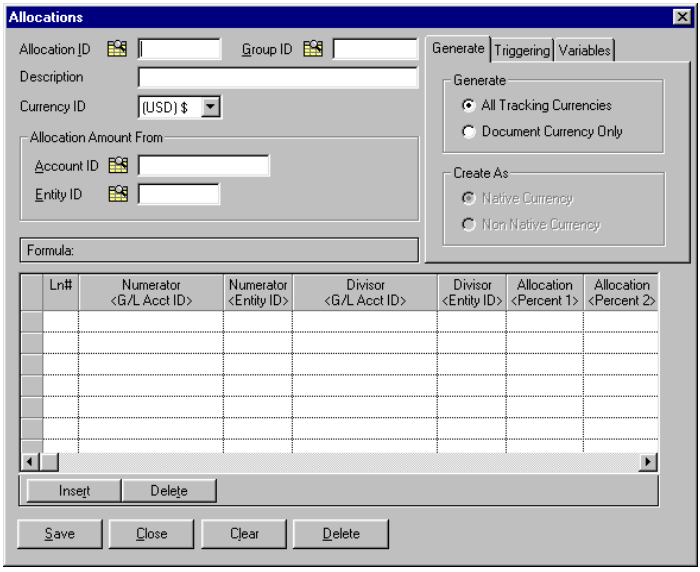
If you have not yet saved the allocation, VISUAL removes the line immediately. If you HAVE saved the allocation, VISUAL marks it for delete with an **X**. To permanently remove the line, click the **Save** button.

Creating Ratio Allocations

In the Ratio method, you distribute the amount in one account to other posting level accounts using a ratio that you define. You can also specify a percentage and/or a fixed dollar amount. For example, use this method to distribute selling commission accounts based on a ratio of total sales to the sales for each area. Follow this procedure to create a Ratio allocation.

1. Select **Allocations** from the **Maintain** menu.

   The Allocations dialog box appears.



2. Enter a unique identifier for the allocation in the Allocation ID field.
3. Enter a description in the Description field.
4. You can optionally specify a Group ID, or select one using the **Browse** button.

   Use Allocation Group IDs to group allocations for the purpose of processing them at the same time.
5. Enter the Currency ID or select it from the list, by clicking the drop-down arrow.
6. Specify an Account ID in the Allocation amount from Account ID field.

This account holds the base period amount that VISUAL distributes to the account you specify in the Debit G/L Acct ID and Credit G/L Acct ID fields according to the ratio you define in the Allocation Percent fields. You define a ratio by specifying the identifiers of accounts whose period balances will be used as the numerator and divisor in the ratio.

When you specify an Account ID, the account description appears next to the field. VISUAL also defaults the corresponding Entity ID (you also have the option to enter or select it).

7. Enter an Entity ID or select one using the **Browse** button.

8. Click the **Generate** tab.

   You can choose to generate the allocations by All Tracking Currencies or by Document Currency Only.

   If you select to allocate by Document Currency Only, you must also select a Create As option. The options are to create by Native Currency or Non Native Currency.

9. Click the **Triggering** tab, then choose a Triggering method to tell VISUAL when and how often you want to run the allocation you are creating.

   Select one of the following options:

   None - You can run a Daily allocation once per day.

   Weekly - You can run a weekly allocation a maximum of once per week. Select the day of the week from the pull down menu (Saturday - Friday). The default is Saturday. This triggers on or after the date you specify.

   Monthly - You can run a monthly allocation a maximum of once per month. Select the Day of Month you want the allocation to run, from the pull-down list next to the field. Valid values are 1 through 31; the default is 1. Specify 31 if you always want to run the allocation on the last day of the month.

10. Optionally, specify a Max applications value in the Max applications field.

    This number tells VISUAL to disable the allocation after it has been run the specified number of times. If you leave the field blank, VISUAL assumes there is no limit to the total number of times the allocation can be run.

    VISUAL maintains the To Date field. This tells you the total number of times the allocation has been run as of the current system date.

11. Specify a Discontinue After date in the Discontinue After field.

This instructs VISUAL to disable the allocation after the specific date. If left blank, VISUAL assumes there is no date limit for the allocation.

12. Click the **Variables** tab.

    Specify the variables you want to use to select the base Allocation Percentages and/or Additional Amounts in the Variable Name/Value fields. You can use these fields to further modify the allocation amount VISUAL calculates using the ratio.

    For each variable you define, specify an identifying name and value.

    When entering percentages in the Allocation Percent fields and/or the Additional Amount field, you can double click the column header to display the Select Variable Name Table. This table lists all the variables you have defined for the allocation by Variable Name and allows you to choose one by clicking the appropriate radio button.

13. Click the **Insert** button to insert an allocation detail line.

    A new line appears in the table. VISUAL automatically assigns a line number.

    You can have multiple detail lines within an allocation. In fact, individual detail lines within an allocation can post to different entities.

14. Enter or double-click the column header to select the account identifier of the account whose period balance you want to use as the numerator in the ratio in the Numerator <G/L Acct ID> field.

15. Enter or select the associated Numerator <Entity ID>, the entity in which this account resides.

16. Enter or double-click the column header to select the account identifier of the account whose period balance you want to use as the divisor in the ratio in the Divisor <G/L Acct ID> field.

17. Enter or select the associated Divisor <Entity ID>, the entity in which this account resides.

18. Press the **Tab** key to move to the Allocation <Percent 1> and Allocation <Percent 2> fields and specify a percent value by entering it or choosing a variable you defined.

    VISUAL multiplies each percentage you specify by the product of the ratio calculation to further manipulate the amount before determining the actual allocation amount. You can also specify a third percentage in the Additional <Percent> field or select it from the Variable Name Table.

The percentages you specify determine which percent of the period amount in the base account (Allocation amount from...Account ID) is distributed to the debit/credit accounts. VISUAL multiples each percentage by the base amount in the formula VISUAL creates. You can additionally specify a third percentage in the Additional <Percent> field (or select it from the Variable Name Table).

19. Specify any additional amount you want to allocate in the Additional <Amount> field or select it from the Variable Name Table. This amount also affects the actual allocation amount.

20. Specify the accounts for which you want to create journal entries by entering or selecting account numbers for the Debit <G/L Acct ID> and Credit <G/L Acct ID> fields.

    For each detail line, VISUAL creates one debit transaction and one credit transaction for the allocation amount it calculates to the appropriate accounts specified.

21. You can enter or select another (different) Entity ID.

    The Transaction <Entity ID> for the Debit G/L Acct ID and the Credit G/L Acct ID fields defaults to the entity for the accounts.

22. If you want to add additional detail lines, either Tab to the next line or click the **Insert** button again and add as many detail lines as you need.

23. Review the formula you have created for each detail line by selecting the line and viewing the Formula field.

24. Click the **Save** button to save the allocation.

    You can click the **Clear** button at any time in this process to remove all the allocation data you have entered (i.e., to clear all the fields on the window).

Deleting Allocation Detail Lines

If you decide you want to delete a detail line, select the line then click the **Delete** button.

If you have not yet saved the allocation, VISUAL removes the line immediately. If you HAVE saved the allocation, VISUAL marks it for delete with an **X**. To permanently remove the line, click the **Save** button.

Generating Allocations

After you have set up your allocations in the Accounting Window, you must generate the allocations using the **Generate Allocation** function from the File menu of the General Journal Entry window. See "Generating Allocations" in Chapter 8 for more information.

Closing & Reopening Accounting Periods

Use the Close Period window to close a period, reopen a closed period, or to display the number of unposted or potentially unposted transactions to a period.

Closing a Period

When you have completed transaction processing, VISUAL allows you to close a period. VISUAL prevents transactions from being posted to a closed period, ensuring the integrity of the ledger.

Closing a period takes place for obvious reasons. For example, you have completed posting for a designated period and want to reconcile the period without anyone else posting.

When you open the Close Period window, VISUAL displays the current accounting period (i.e., the current open and **active** period).

You can display any period set up in Financial Calendar Maintenance. For every period displayed, VISUAL shows you the status of the period:

Open - This selection shows the status as available for postings.

Closed - You cannot post to this period unless you reopen it.

Locked - You cannot post or reopen this period.

VISUAL provides a count of any outstanding transactions for the period. For each of the possible transaction types, VISUAL displays the number of Unposted Transactions and Post Candidates.

The Unposted Transactions list designates the possible transactions from:

- ❒ A/R Invoices
- ❒ A/R Cash Receipts
- ❒ A/P Invoices
- ❒ A/P Cash Disbursements
- ❒ Bank Account Adjustments

The Post Candidates list designates the possible transactions from:

- ❒ Purchasing Receipts Journal
- ❒ Work in Process Journal
- ❒ Sales Shipment Journal
- ❒ Adjustments Journal
- ❒ Indirect Labor Journal

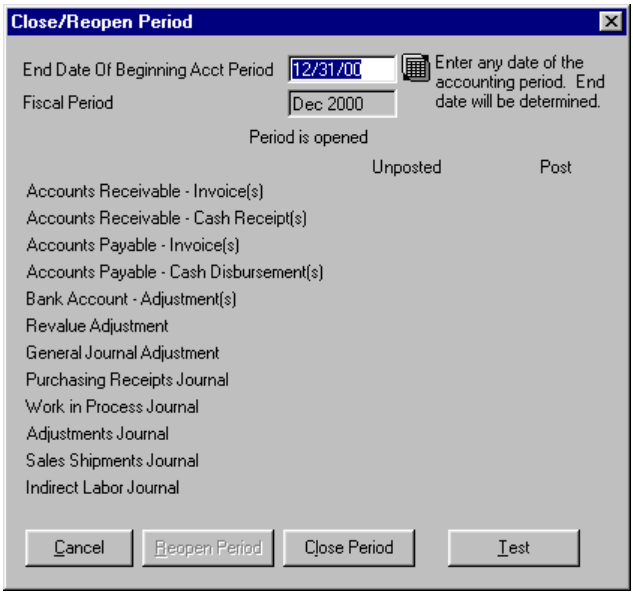
VISUAL knows that there is a potential for additional transactions for the period and informs you through the Post Candidates list. As an example, an active work order in Manufacturing may subsequently have transactions against it for which the Costing Utilities will create journals to post to the General Ledger.

Posting Candidates are "as of the moment" and are NOT specific to the period you are "testing".

To close a period:

1. Select **Close/Reopen Period** from the **Maintain** menu.

   The Close Period dialog box appears.



   The dialog box displays the period and the status of the period, open or closed. It also shows you if there are any unposted transactions for that period. It does this by breaking the transactions down into the following types:

   - ❒ Accounts Receivable - Invoices
   - ❒ Accounts Receivable - Cash Receipts
   - ❒ Accounts Payable - Invoices
   - ❒ Accounts Payable - Cash Disbursements
   - ❒ Bank Account - Adjustments
   - ❒ Revenue Adjustment
   - ❒ General Journal Adjustment

- ❒ Purchasing Receipts Journal
- ❒ Work in Process Journals
- ❒ Sales Shipments Journal
- ❒ Adjustments Journal
- ❒ Indirect labor Journal

2. Enter or select any date of the accounting period in the accounting period field.

   VISUAL automatically determines the end date.

   When the Close Period window appears, the last day of the current (active) period displays in the End date of beginning acct period field. If you want to close a different period, either enter it in the field or select it using the **Calendar** button. Regardless of what date you specify, VISUAL converts it to the last day of that period.

   When you Tab out of the field, the Fiscal Period for the date appears. The Status for the period displays below it.

3. Click the **Test** button to display the number of outstanding transactions for the fiscal period.

   The number of Unposted Transactions for all categories and Post Candidates appear.

   You can NOT close a period that has Unposted Transactions. A dialog box appears, telling you that there are other transactions to post to this period. Close not allowed. Click the **Cancel** button to exit this window, post the transactions, and then close the period. (Posting Candidates does not prevent you from closing a period.)

   If you want to just view the information concerning the unposted transactions and exit the window without closing the period, click the **Cancel** button.

4. Click the **Close Period** button to close the period.

Reopening Accounting Periods

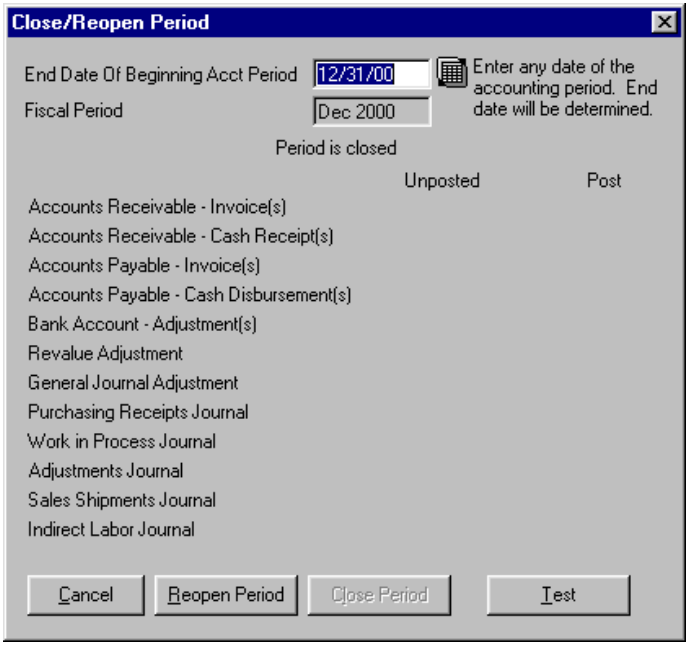
Reopening a period may be necessary for a variety of reasons. For example, you may have discovered a batch of unposted transactions for a period that has already been closed, or you may have to post adjustments to a closed period.

VISUAL allows you to reopen a closed period using this feature. You can NOT however, open a locked period or reopen a locked period from the Close/Reopen Period dialog box. If you need to open a locked period or reopen a locked period, use the calendar option from Application Global Maintenance. See Chapter 3 for more information.

The Reopen Period function allows you to consciously reopen the period to post the transactions, then use the Close Period function to close the period again preventing it from being posted inadvertently.

1. Select the **Close/Reopen Period** option from the **Maintain** menu.

   The Close/Reopen Period dialog box appears.



2. When the Close Period window appears, the last day of the current (active) period displays in the End date of beginning acct period field. Enter the date within the period that you want to open, or select a date using the Calendar object. Regardless of what date you specify, VISUAL converts it to the last day of that period.

When you Tab out of the field, the Fiscal Period for the date appears. The Status for the period displays below it.

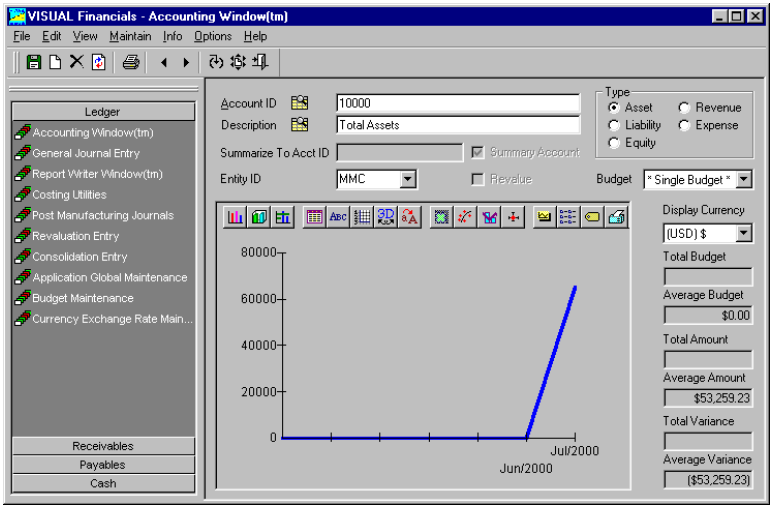
3. Click the **Reopen Period** button to open the period.
Note: *VISUAL allows you to have an unlimited number of open periods. Use caution in deciding which periods to reopen because period and/or year-end reports may have already been generated.*

Viewing Account Information

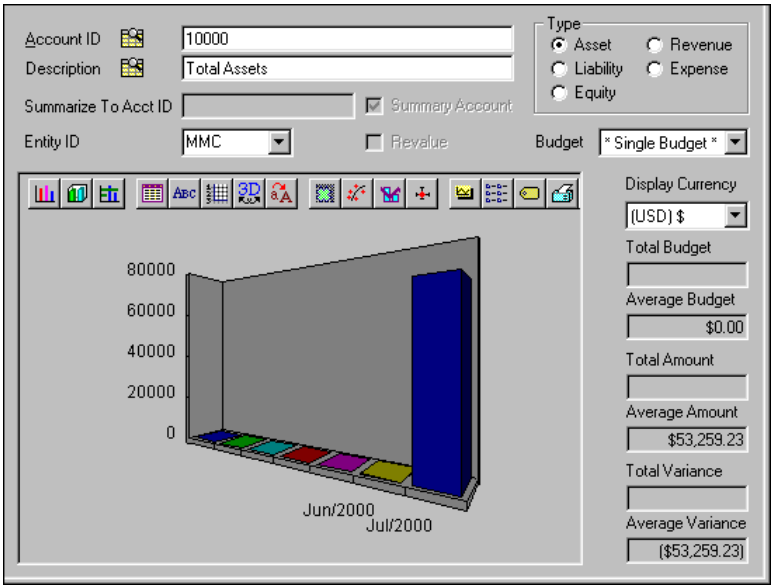
The View menu allows you to quickly move from year to year by selecting **Previous Year Balances** and **Next Year Balances** or by pressing the plus (+) or minus (-) key (on a numeric keyboard only). This menu also allows you to display the accounts yearly figures graphically, and view native balances if the invoice was created in a different language. There are four displays available from the menu view.

Show Balances - This is the default and is not graphical.

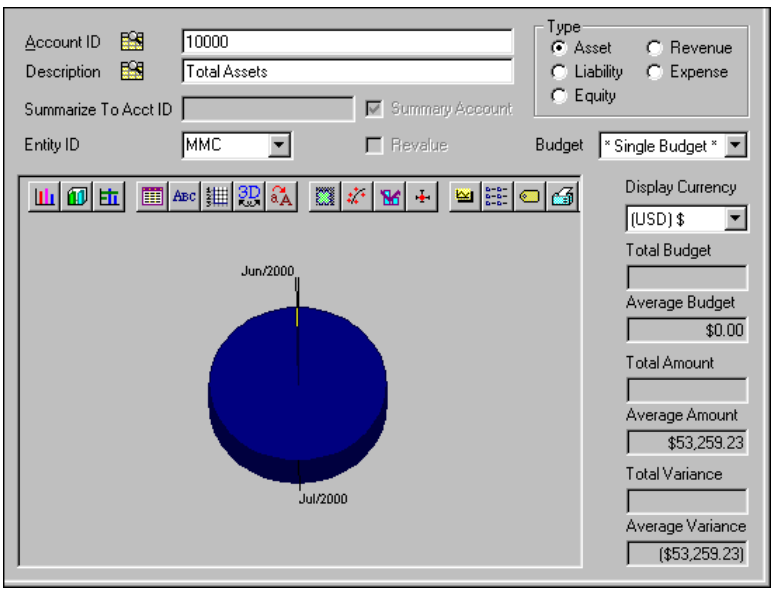
Show Line Graph - Displays account information in a line graph.



Show Bar Graph - Displays account information in a bar graph.



Show Pie Chart - Displays account information in a pie chart.



Within the graph view window, there is a toolbar with additional options to further customize the graphs to your preferences.

Starting from the left, the tool bar icons represent:

- ❒ 2D Gallery
- ❒ 3D Gallery
- ❒ Style
- ❒ Data
- ❒ Titles
- ❒ Axis
- ❒ True 3D Rotation, Elevation and Perspective
- ❒ Fonts
- ❒ Markers
- ❒ Trends
- ❒ Overlay
- ❒ Error Bar
- ❒ Background
- ❒ Legend
- ❒ Labels
- ❒ System

Show Native Balances - Native balances pertain to multi-currency transactions. Selecting the Native Balances option allows you to run reports that display the original currency value of each document. If you transact in foreign currency, a "Native" report is likely to contain values of various denominations.

Printing Reports

There are a number of options available for printing information from the File menu of the Accounting Window. Use the print functions to generate many useful reports. The system also addresses the Euro issues by offering the reports by transaction or system date and in multi-currency format. The reports addressed are: General Journal, Trial Balance, General Ledger, Chart of Accounts, Indented Chart of Accounts, Basic Balance Sheet, Basic Income Statement.

Printing the Chart of Accounts

After you have added your accounts and structures, it is important to print out the Chart of Accounts to check your work. This helps you discover any problems, such as missing accounts, duplicate account descriptions, and missing or incorrect relationships.

There are two options to print the Chart of Accounts available from the **File** menu of the Accounting window.

The first option, **Print Chart of Accounts**, prints a list of all accounts showing the Account ID, Description, Type, the account to which it is summarized, and whether the account is a Summary account (Yes/No). It provides "Summarize to" information (i.e., the identifier of the account into which the account summarizes). This report is a straight listing, it does not show the account structure.

The second option, **Print Indented Chart of Accounts**, prints a listing of the Chart of Accounts showing the level, Account ID, Description, and Type. This report shows your chart of accounts in an indented format; the level number identifies where each account falls within the hierarchy.

Level indicator 0 (zero) indicates top-level accounts. Each subsequent level shows an incremental level identifier that depicts the depth of the structure. This is extremely helpful when you are trying to evaluate the accuracy of the structure of the relationship you defined.

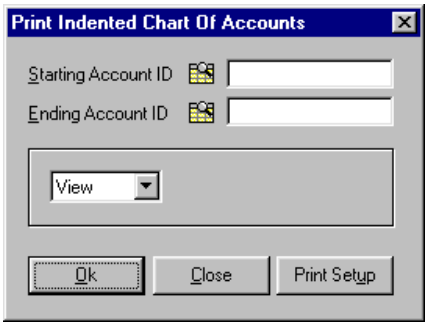
Both reports list accounts by Account ID, alphanumeric and then by type. You should assign a specific range of numbers for each Account type. For example, list reports in the following order:

- ❒ 1000 Assets
- ❒ 2000 Liability
- ❒ 3000 Equity
- ❒ 4000 Revenue
- ❒ 5000 Expense

To print the Chart of Accounts or the Indented Chart of Accounts:

1. Select either **Print Chart of Accounts** or **Print Indented Chart of Accounts** from the **File** menu of the Accounting window.

   The appropriate print dialog box appears.



2. If you want to print a specific range of the Chart of Accounts, enter the account ID for the first account you want to print in the Starting Account ID field, or click the **Browse** button to choose from a list of accounts.

   Enter the last account you want to print in the Ending Account ID field, or click the **Browse** button to choose from a list of accounts.

   To output the entire Chart of Accounts, leave the starting and ending Account ID fields blank and VISUAL will print the Chart of Accounts in its entirety.

   If you use the **Browse** button to select a range, be aware that the G/L Accounts ID Table defaults to showing all Account Types but only posting level accounts - although both posting and summary level accounts will appear on the report if they have identifiers within the range. To choose a range by specifying a summary level account, display summary level accounts by clicking the Summary Level Account box.

3. Select one of the following output destinations:

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer as originally set in Printer Setup.

   View - Select this option to view the report on screen before printing to a printer.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

File - Select this option to save the Chart of Accounts to a text file. Specify the destination directory and filename in the Filename field. If a destination is not specified, VISUAL will put the file in the same directory that the program files were placed when your system was installed (the default VMFG). Click the **Include field names on first output line** check box if you want to output column labels. Click on **Ok** and VISUAL creates the file, which can then be edited outside of Infor VISUAL Financials using any text editor.

4. Click the **Ok** button to continue.

   Click the **Print Setup** button to select from a list of printers.

   Click the **Close** button to exit the dialog box without printing the report.

   If you selected **Print** as the output type, a standard Windows Print dialog box appears.

5. Make the appropriate selections, then click the **Ok** button.

   VISUAL prints the Chart of Accounts report.

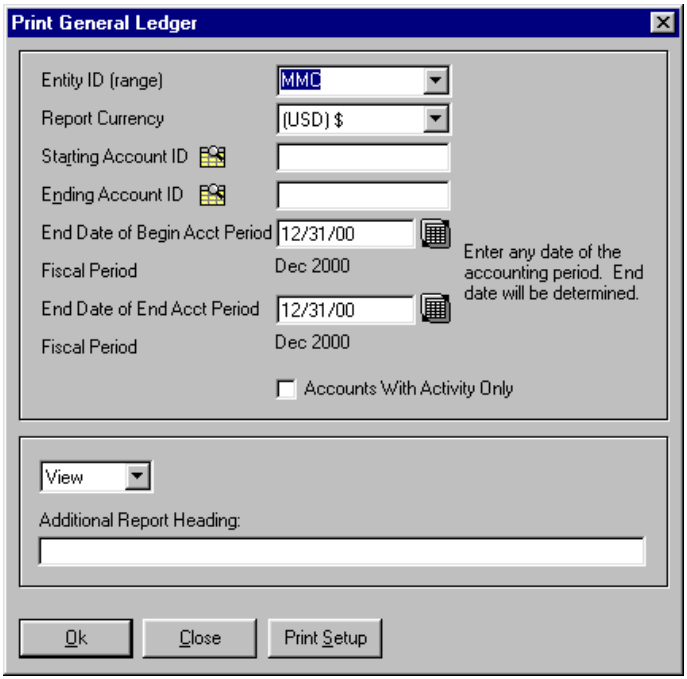
   To view an example of the Chart of Accounts report, refer to "Reports" in Appendix A of this manual.

Printing the General Ledger

The General Ledger report provides a detailed record of posting activity for each posting level account by Account ID. The report can display each account to obtain detailed information regarding all journal entries posted during the accounting period. This information displays as debit / credit values and can be useful in determining errors that may cause the Trial Balance to be out of balance, for status information about the activity of a specific account, or to identify transactions that were posted to the wrong account.

1. Select **File**, **Print General Ledger** from the menu.

   The Print General Ledger dialog box appears.



2. Enter the Entity ID, or click the down arrow and select an entity ID from the list. (VISUAL uses the default entity if not chosen).
3. If you want to print your report in a specific currency, enter the Report Currency or select it from the drop-down list. VISUAL defaults to the system currency (DEF) and only system tracking choices are available.
4. Enter the Starting and Ending Account IDs for the accounts you want to print by clicking the **Browse** button, or entering the IDs in the fields provided.
5. Enter the end date of the beginning accounting period and the end date of the ending accounting period by clicking the **Calendar** button, or entering the date in the fields provided.

   You can enter any date of the accounting period. VISUAL automatically determines the accounting period. VISUAL defaults to current date period ending.
6. To print only the accounts you specified that have activity, select the **Accounts with Activity Only** check box.

7. Select one of the following output destinations:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output looks like before you print it.

   File - Select this option to save the General Ledger to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

8. Enter a report title in the Additional Report Heading fields, if necessary.

   This heading prints at the top of each page of the report.

9. Click the **OK** button to continue.

   Click the **Print Setup** button to choose a printer, and other printer options.

   Click the **Close** button to exit the dialog box without printing the General Ledger report.

   If you selected **Print** as the output type, a standard Windows Print dialog box appears.

10. Make the appropriate selections, then click on **Ok**.

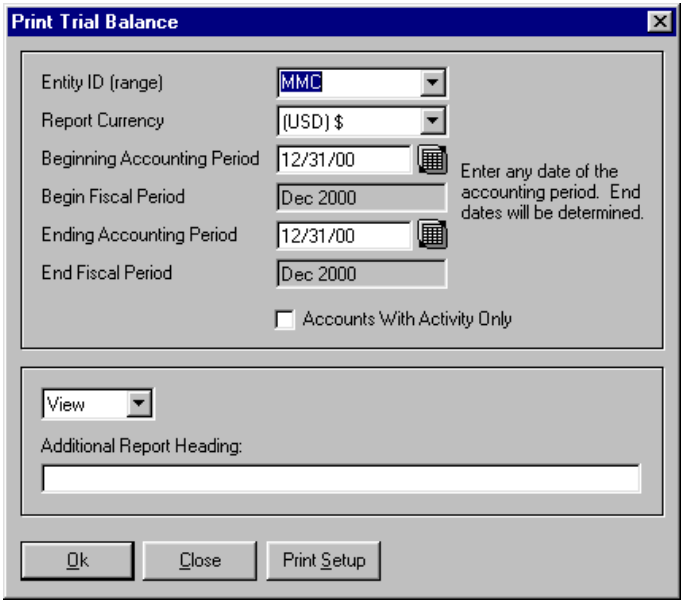
    VISUAL prints the General Ledger.

Printing the Trial Balance

You can print the Trial Balance at any time. This report lists all posting level accounts in Account ID order, the prior period ending balance, current period activity (total debit and total credits to the account), and current period balance. This is useful in reconciling G/L accounts before printing your final General Ledger for a period.

1. Select **File**, **Print Trial Balance** from the menu.

   The Print Trial Balance dialog box appears.



2. VISUAL automatically enters the default entity ID in the Entity ID field. However, you can change the entity ID if necessary.

3. If you want to print your report in a specific currency, enter the Report Currency or select it from the drop-down list.

   VISUAL defaults to the system currency (DEF) and only system tracking choices are available.

4. If you want to print by accounting period only, enter the Beginning Account Period, or click the **Calendar** button to select a date.

   VISUAL populates the Begin Fiscal Period field automatically with the last day of the current system month.

5. Enter the end date of the accounting period in the End Date field.

   VISUAL defaults to current date period ending.

   You can enter any date in the period; VISUAL automatically determines the proper ending (fiscal) date.

6. To print only the accounts you selected that have activity, select the **Accounts with Activity Only** check box.
7. Select one of the following output destinations:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output looks like before you print it.

   File - Select this option to save the Trial Balance to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.
8. Enter a report title in the Additional Report Heading field, if necessary.

   This heading appears at the top of each page of the report.
9. Click the **Ok** button to continue.

   Click the **Print Setup** button to choose a printer and other printer options.

   Click the **Close** button to exit the Print Trial Balance dialog box without printing the report.

   If you selected **Print** as the output type, a standard Windows Print dialog box appears.
10. Make the appropriate selections, then click on **Ok**.

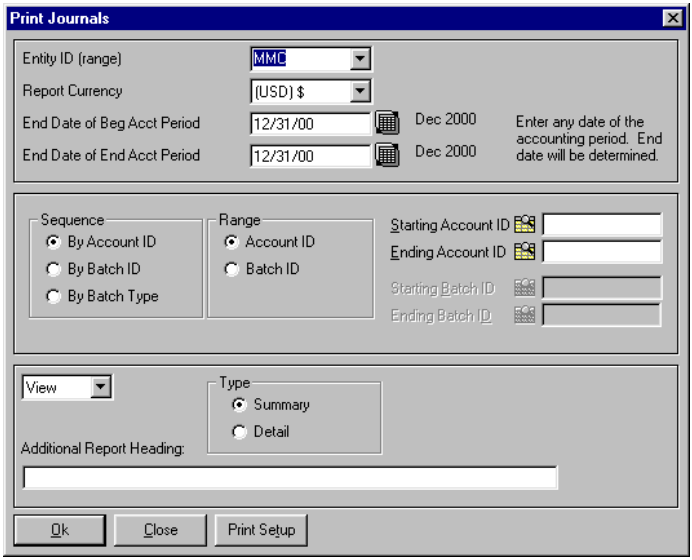
    VISUAL prints the Trial Balance.

Printing the General Journal

You can print the General Journal report at any time. The General Journal report is a report for all Journal Batch types made to the G/L during a specified accounting period. Use this report to verify Journal batches, their accounts, and dollar totals. You can make any necessary corrections by making adjusting entries in the General Journal window.

1. Select **Print General Journal** from the **File** menu.

   The Print General Journal dialog box appears.



2. VISUAL automatically enters the default entity ID. If necessary, you can change the ID by entering the entity ID, or clicking the down arrow and selecting an Entity ID.

3. If you want to print your report in a specific currency, enter the Report Currency or select it from the drop-down list.

   VISUAL defaults to the system currency (DEF) and only system tracking choices are available.

4. Enter the end date of the beginning accounting period and the end date of the ending accounting period.

   VISUAL defaults to current date period ending.

   You can enter any date in the accounting period; VISUAL automatically determines the proper ending date.

5. Select the order of how the accounts appear by choosing one of the following radio buttons in the **Sequence** group box.

   - By Account ID

- By Batch ID
- By Batch Type

6. Select the range for the report in the **Range** group box.

   You can choose either by Account ID or Batch ID.

7. If you selected Account ID from the **Range** group box, enter the starting and ending Account IDs. Leave these fields blank to print all eligible accounts.

   If you selected Batch ID from the **Range** group box, enter the starting and ending Batch IDs. Leave these fields blank to print all eligible accounts.

8. Select one of the following output destinations:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Journal to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

9. Select type of report, either **Detail** or **Summary**.

10. Enter a report title in the Additional Report Heading field, if necessary.

    This heading appears at the top of each page of the report.

11. Click the **Ok** button to continue.

    Click the **Print Setup** button to choose a printer and other printer options.

    Click the **Close** button to exit the Print Journals dialog box without printing the report.

    If you selected **Print** as the output type, a standard Windows Print dialog box appears.

12. Make the appropriate selections, then click the **Ok** button.

    VISUAL prints the General Journal.

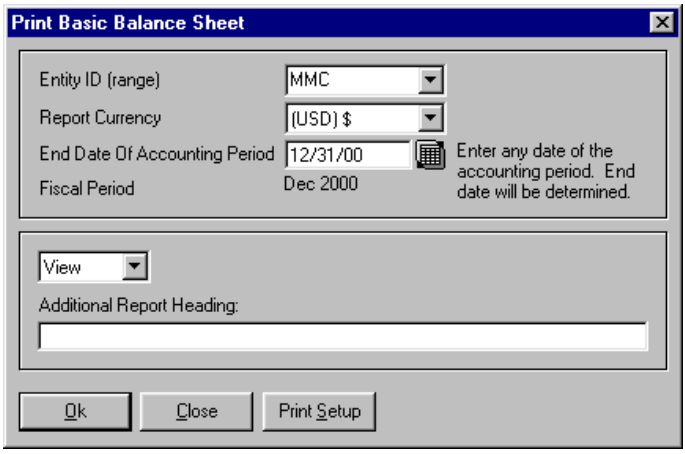
    To view an example of the General Journal report, refer to “Reports” in Appendix A of this manual.

Printing the Basic Balance Sheet

The Basic Balance Sheet report prints out a balance sheet that lists all posting level balance sheet accounts by account type. It first lists asset accounts with a Total Assets line, all liability accounts with a Total Liability line and all equity accounts with a Total Equity line. It also shows a Total Liability and Equity line. Use this report during implementation and month end closings to make sure your G/L is in balance. However, due to the limited structure this report provides, you may want to use the G/L Report Writer (Chapter 9) to create a more meaningful report for your business.

1. Select **Print Basic Balance Sheet** from the **File** menu.

   The Print Basic Balance Sheet dialog box appears.



2. VISUAL automatically enters the default entity ID, however you can change the ID, if necessary, by entering an ID, or clicking the down arrow and selecting an Entity ID from the list.

3. If you want to print your report in a specific currency, enter the Report Currency or select it from the drop-down list.

   VISUAL defaults to the system currency (DEF) and only system tracking choices are available.

4. Enter the end date of the accounting period by clicking on the **Calendar** button and selecting the appropriate date.

   You can enter any date in the accounting period; VISUAL automatically determines the proper ending date. VISUAL defaults to current date period ending.

5. Select one of the following output destinations:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

File - Select this option to save the Basic Balance Sheet to a text file. You can then edit the file outside of VISUAL using any text editor.

E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

6. Enter a report title in the Additional Report Heading field, if necessary.

   This heading appears at the top of each page of the report.

7. Click the **Ok** button to continue.

   Click the **Print Setup** button to select a printer and other printer options.

   Click the **Close** button to exit the dialog box without printing the report.

   If you selected **Print** as the output type, a standard Windows Print dialog box appears.

8. Make the appropriate selections, then click the **OK** button.

   VISUAL prints the Basic Balance Sheet.

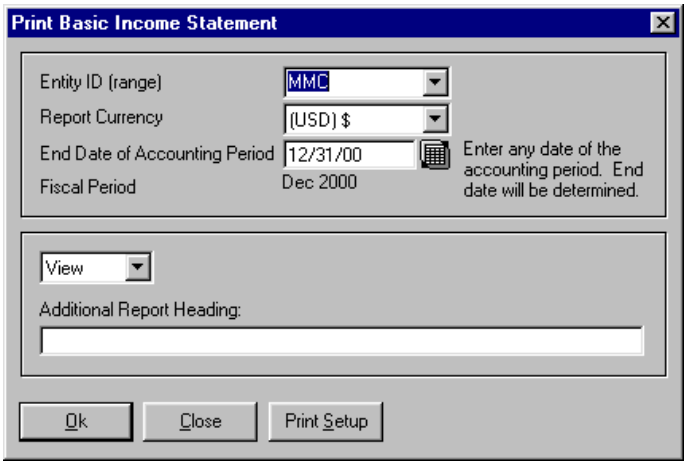
To view an example of the Basic Balance Sheet, refer to "Reports" in Appendix A of this manual.

Printing the Basic Income Statement

The Basic Income Statement report contains an income statement that lists all posting level income statement accounts by account type. It first lists all revenue accounts with a Total Revenue line, then lists all expense accounts with a Total Expenses line and a Net Income line.

1. Select **Print Basic Income Statement** from the **File** menu.

   The Print Basic Income Statement dialog box appears.



2. VISUAL automatically enters the entity ID, however you can change the ID by clicking the down arrow and selecting and Entity ID from the list, or entering the ID in the field provided.

3. If you want to print your report in a specific currency, enter the Report Currency or select it from the drop-down list.

   VISUAL defaults to the system currency (DEF) and only system tracking choices are available.

4. Click the **Calendar** button to enter the end date of the accounting period in the end date of the accounting period field.

   You can enter any date in the accounting period; VISUAL automatically determines the proper ending date. VISUAL defaults to current date period ending.

5. Select one of the following output destinations:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the Basic Income Statement to a text file. You can then edit the file outside of VISUAL using any text editor.

E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

6. Enter a report title in the Additional Report Heading field, if necessary.

   This heading appears at the top of each page of the report.

7. Click the **Ok** button to continue.

   Click the **Print Setup** button to select a printer and other printer options.

   Click the **Close** button to exit the dialog box without printing the report.

   If you selected **Print** as the output type, a standard Windows Print dialog box appears.

8. Make the appropriate selections, then click the **Ok** button.

   VISUAL prints the Basic Income Statement.

   To view an example of the Basic Income Statement, refer to "Reports" in Appendix A of this manual.

Chapter 8

General Journal Entry

General Journal Entry

Use General Journal Entry to create journals that post directly to accounts in the General Ledger. Although Infor VISUAL Financials creates the majority of your G/L transactions through subsystems (Accounts Receivable or Accounts Payable) or as a result from running Costing Utilities in VISUAL Manufacturing, you may need to manually create account balance adjustment transactions using General Journal Entry.

For example, when you first implement VISUAL, you create journals to post beginning balances. You may also periodically need to create journals to post adjustments to account balances for all tracking currencies or a single tracking currency.

You can manipulate single currency balances or all tracking currency balances as well as view postings from all subsidiary ledgers. You can create reversing entries or transpose an entry made improperly.

General Journal Batches

VISUAL identifies each General Journal entry by a Batch ID. A Batch ID is a unique identifier of the Journal Entries making up the postings to the general ledger.

Create and save the journal entry then post the entries to the G/L. After posting, batches are retained in the Batch ID Table to provide an audit trail.

Descriptions define the external batches from Accounts Receivable, Accounts Payable, or Manufacturing. Batches you create using the General Journal Entry window carry that description.

Caution

Because you will corrupt your General Ledger,

do NOT modify any of these batches.

You CANNOT modify Sub Batches.

You can make changes to a general journal entry before it is posted. If you need to make changes after the batch is posted you must enter a new batch with a reversing or adjusting transaction.

Definition of Post Based On and Create As

The **Post Based On** and the **Create As** group boxes are located on the General Journal Entry window.

Post Based On determines the currency of the posting. By default, VISUAL assumes that you intend to affect all tracking currency values based on the exchange ratio in effect on the date applied (if using multiple tracking currencies). Select the **Document Currency Only** option on the General Journal Entry window if you want to affect only one of the currencies. The **Document Currency Only** option requires you to make a decision to create the entry as native or non-native. Native currency documents, when evaluated effect revaluation calculations. Non-native currency documents are ignored the next time the revaluation is run.

When you activate and create a tracking currency, VISUAL requires that you apply an exchange rate to apply to all historical transactions. This rate corresponds to a particular period and spot rate. Adjustments may be necessary to adjust income and expense accounts to an average rate. VISUAL uses the revaluation method to make the adjustments. Manually adjust all accounts that hold historical rates. Use the document currency option to adjust historical rate accounts to the currency balance that you want.

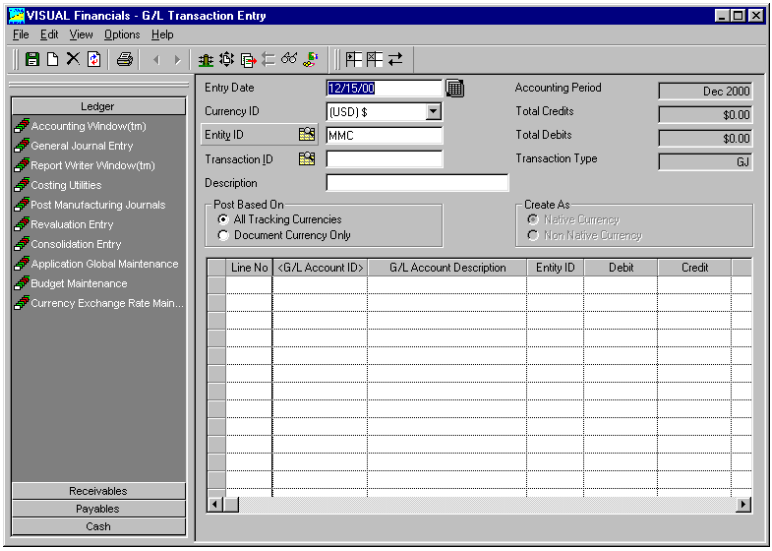
Starting General Journal Entry

General Journal Entry is available from the VISUAL Main window.

To start General Journal Entry:

Select **General Journal Entry** from the **Ledger** menu.

The G/L Transaction Entry window appears.



Creating New Entries to Post to the General Journal

This procedure describes how to create a journal and post it to accounts in the General Ledger. Use this procedure to enter the journals to create the General Journal.

1. Click the **New** button to create a blank General Journal Entry window.
2. VISUAL automatically enters the current system date. To change the date, click the **Calendar** button, or enter the date in the field provided.

   Remember the Accounting Period MUST be active.
3. Use the Currency ID field to designate the currency of the entry. VISUAL automatically enters the default currency ID, however you can change the currency by clicking on the down arrow and selecting a currency ID from the list, or entering the currency ID in the field provided.
4. VISUAL automatically enters the default entity ID, however you can change the entity by clicking on the **Browse** button and selecting an entity ID from the list, or entering the entity ID in the field provided.
5. Enter a Transaction ID in the Transaction ID field if you are using Auto Numbering, or leave the field blank and VISUAL assigns the next available number. To setup auto numbering, see "Auto Numbering" later in this chapter.
6. Enter a description for this journal batch in the Description field.

   For example, you may want to use "Beginning Balances" for an implementation batch.

   VISUAL populates database information into the corresponding fields; Accounting Period, Total Credits, Total Debits and Transaction Type.
7. Make your selection from the Post Based On category; either **All Tracking Currencies** or **Document Currency Only**.

   All Tracking Currencies - VISUAL posts journal batches based on All Tracking Currencies within the database. Using this selection affects the G/L Balance for a specific tracking or system currency without affecting the other.

   Document Currency Only - VISUAL posts journal batches based on Document Currency Only within the database.

8. Make your selection from the Create As category; by **Native Currency** or by **Non Native Currency**.

   Native Currency - VISUAL creates the General Journal based on Native Currency. Native currency refers to the currency of your country. Using this selection allows you to adjust a transaction of foreign currency. Any transaction converts to system and tracking currency.

   Non Native Currency - VISUAL creates the General Journal based on Non Native Currency. Non-native currency refers to the currency of another country. Using this selection allows you to adjust a translation of a foreign transaction without affecting the native figures. The transaction affects only the system and tracking currency translation.

9. Click the **Insert Row** toolbar button to add a journal detail line to the table, or select Edit, Insert Row from the menu.

   You can also press the **Insert** button on your keyboard.

   VISUAL automatically enters the line item number, and entity ID. The cursor appears in the G/L Account ID field.

10. Enter the identifier of the account you want to post to in the G/L Account ID field, or select the Account ID from the table by double-clicking the G/L Account column header.

    Single clicking the column header rearranges the General Ledger Account IDs in ascending order.

    When you tab out of the field, VISUAL populates the G/L Account Description automatically.

11. If you want to change the entity ID, enter the Entity ID of the entity to which this journal entry should post, or select it from the table using the **Entity ID** button.

    VISUAL uses the default entity. All entities in the journal must post to the same entity.

12. Enter the debit or credit amount for this journal detail line item in the appropriate field.

13. Specify a reference description for this journal detail line in the appropriate field.

    Use the **Copy** and **Paste** features from the **Edit** menu to copy reference descriptions to other lines of the General Journal Entry requiring the same reference description. This is helpful if the General Journal is lengthy or the Description Field is not specific enough.

14. If you have more journal detail lines to enter, press the TAB key after entering the data in the last line item field to insert another detail line.

    Beginning balance batches are usually very lengthy, so this is a time saver.

15. Click the **Save** button to save the journal entry.

    VISUAL saves your journal entry.

Editing General Journal Entry Information

VISUAL only allows edits to the reference field for each line, although it is best to make an adjustment to the Batch instead of modifying the existing batch.

1. Enter the Transaction ID for the entry you want to edit, or click the Transaction ID button and select the entry from the table of transactions. VISUAL populates the information.
2. Make the necessary change to your unposted Journal entry.

   You can not change the Transaction ID. Changing the Transaction ID creates a new entry.
3. Click the **Save** button.

Transposing Entries

You can use the Transpose feature of VISUAL to create a new journal that reverses the entries for the batch you are currently viewing. That is, debits become credits, and credits become debits. Use this feature to correct the result of a journal that was posted in error, without removing the audit trail.

1. Click the **Browse** button beside the Transaction ID field to select a Transaction ID from the list, or enter the Transaction ID for the entry you want to transpose in the field provided.
2. Enter a new description in the Description field for this batch to indicate that this batch is to correct a prior journal batch posted in error.
3. Select **Transpose** from the **Edit** menu, or click the **Transpose** button at the bottom of the G/L Transaction Entry window.

   VISUAL adds the word "Transposed" to the end of the description.

   You can specify a Transaction ID for the new batch or leave the field blank and let VISUAL assign the next available number. VISUAL creates a new Transaction ID (to ensure that you do not re-post the same batch) and reverses all of the debits and credits in the batch within the journal.
4. Click the **Save** button to save the entry.

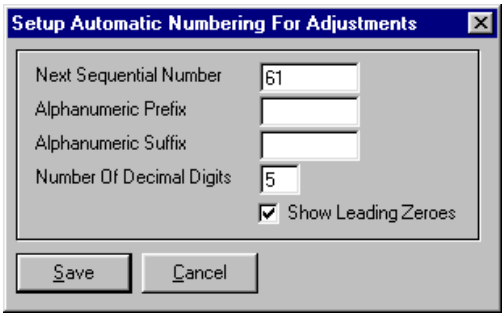
Setting Up Auto Numbering

Use the Auto Numbering function to generate the Transaction ID. Using this function can significantly reduce keystrokes, confusion and ensure proper control for document sequencing. Although it is not required, it is highly recommended that you use this feature. You would normally setup Automatic Numbering during implementation; however, you can activate Automatic Numbering at any time.

If you want to modify your numbering scheme **after** you have entered data, you may do so here. You can not however, use duplicate numbers. If you try to assign a duplicate number, VISUAL generates a warning message asking you to supply a different number.

1. Select **Auto Numbering for General Journal** from the **Edit** menu.

   The Setup Automatic Numbering dialog box appears.



2. Enter the next sequential number in the Next sequential number field that you want to use for the numeric portion of the Transaction ID. This number can be up to seven digits in length.
3. Assign any Alphanumeric Prefix or Suffix. These are case sensitive; you should use capitals for all letters.
4. Enter the total number of digits in the numeric portion for the ID in the number of decimal digits field.

   VISUAL uses this number to generate the proper number of leading zeroes, if you select that option.
5. If you want leading zeroes to be included in a number, check the Show leading zeroes check box.

   This keeps all IDs the same number of characters in length.
6. Click the **Save** button to save the changes, or **Cancel** to close the dialog box without saving the changes.

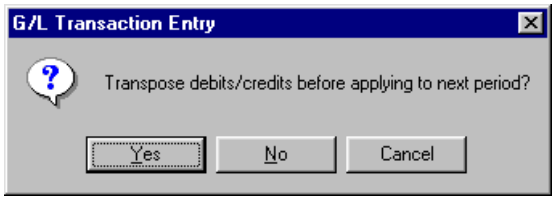
Creating Reversing Entries

Use General Journal Entry to reverse the current journal batch by creating a new batch with reversing entries to a subsequent period. This automatically accomplishes the task of manually creating reversing entries for a batch entered in the previous accounting period.

1. Enter the Transaction ID for the entry you want to reverse into the G/L Transaction Entry window, or click the **Browse** button and select the entry from the table of batches.

2. Click the **Create Reversing Entry** toolbar button, or select **Create Reversing Entry** from the **Edit** menu.

   The G/L Transaction Entry dialog box appears.



3. Click on the **Yes** button to authorize VISUAL to transpose debits and credits before applying the newly created batch to the next period.

   This creates a new batch identical to the original, except the debits and credits are transposed and the period is new. VISUAL assigns the next available number as the Batch ID. The word "REVERSAL" appears at the end of the journal Description to identify that this is a Reversal Journal.

   VISUAL automatically changes the Entry Date of the journal to a date in the next accounting period. You also have the option of changing the date if necessary.

   Click on the **No** button to keep VISUAL from transposing debits and credits before applying a newly created batch to the next period. By clicking on **No,** you are creating a copy of the original batch to be posted to the next period.

   Click on **Cancel** return to the G/L Transaction Entry window without transposing entries.

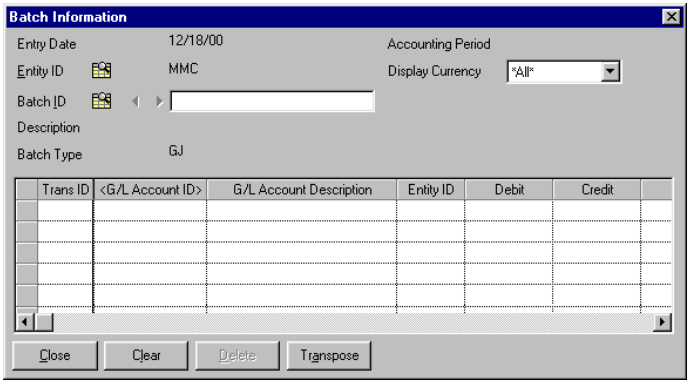
4. Click the **Save** button to save the entry.

Viewing Batch Information

Use General Journal Entry to review the entries you made to the Journal Batch. Using this function can significantly reduce possible mistakes and reversing entries.

1. Enter the Transaction ID for the entry that you want to view into the G/L Transaction Entry window, or click the **Browse** button and select the entry from the table of transactions.
2. Select **View Batch Information** from the **Edit** menu.

   The Batch Information dialog box appears.



3. VISUAL automatically enters the current system date in the Entry Date field.
   You can enter the entry date if it is different from the date populated.

   VISUAL populates the Accounting Period field with the corresponding end date of that period.
4. If necessary, enter the Entity ID, or click the **Browse** button and select it from the list.

   VISUAL automatically populates the Entity ID field with the default entity ID.
5. Enter the Batch ID in the Batch ID field to correspond with the transactions slated for posting.

   VISUAL populates the Description field with the information that is associated with the Batch ID.

   VISUAL also populates the Batch Type field with the corresponding General Ledger account type.
6. Select the currency from the Display Currency field that you want included on this listing.

After the information populates you can review and make the necessary corrections or revisions before you post to the General Ledger.

7. To request another Batch ID, click the **Clear** button and follow the directions again.

8. To transpose the batch, click the **Transpose** button.

   The Transpose feature reverses the entries in a batch. That is, debits become credits and credits become debits. Use this feature to correct the result of a journal that was posted in error, without removing the audit trail.

9. To delete a line item, select the line you want to delete, then click the **Delete** button.

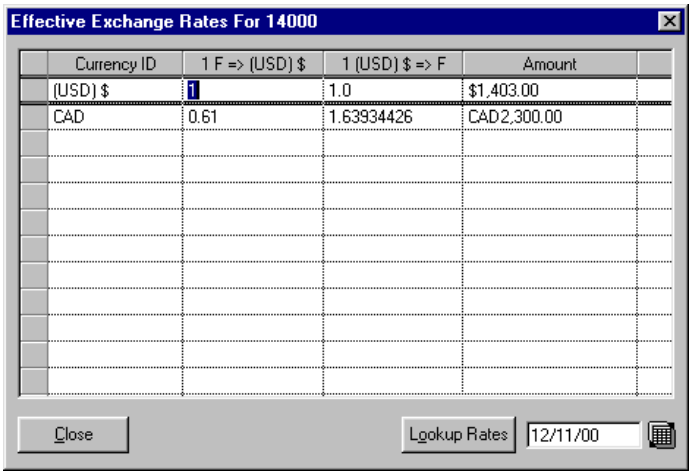
10. To close the window, click the **Close** button.

Setting/Resetting Exchange Rates

You may have customers that operate in a country with a different currency. The Set/Reset Exchange Rates feature allows you to set or reset the currency exchange rate based on the rate effective on any day you specify, or by manually editing a rate. This feature is only available on documents that are not yet posted to the General Ledger.

1. Select **Set/Reset Exchange Rates** from the **Edit** menu of the General Journal Entry window.

   The Set/Reset Exchange rates dialog box appears.

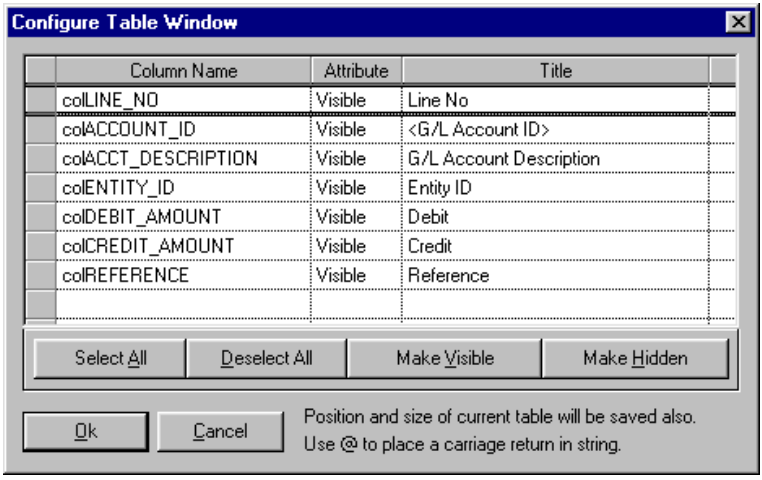


2. If necessary, select the appropriate currency.
3. To apply a currency exchange rate for a specific day, click the **Calendar** button to select a date.
4. Click the **Lookup Rates** button to find the currency exchange rate for the specified date.

   VISUAL automatically applies the exchange rate amount and verifies the change by placing a check mark in the row header.
5. Click the **Close** button to close the dialog box.

Configuring Line Item Tables

VISUAL allows you to configure the line items in the General Journal table to your own specifications. This allows you to specify which columns to move, show or hide, column order, sizing, and renaming. To access this option, select it from the options menu. For more information, see Chapter 4, “Concepts & Common Features.”

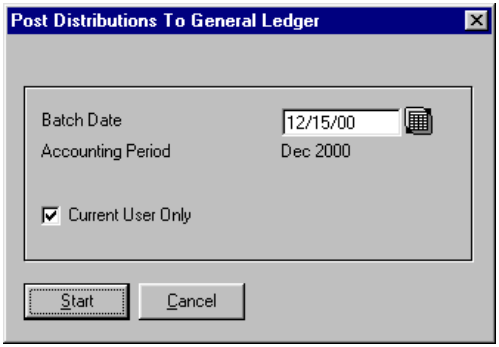


Posting to the General Ledger

1. Click the **Post to G/L** toolbar button to batch and post the journal entries to the specified accounts.

   You can also select **File**, **Post to G/L** from the menu.

   The Post Distributions to General Ledger dialog box appears.



2. VISUAL defaults the Batch Date to the current system date, however you can change the batch date by clicking the **Calendar** button, or entering the date in the field provided.

   When you tab out of the field, VISUAL automatically displays the accounting period and year beneath the Batch Date field.

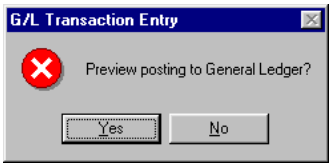
   All unposted transaction batches up to and including the Batch Date are posted.

3. Select the **Current User Only** check box to post journal entries made by the user currently signed on in VISUAL.

   If you leave this box unchecked, VISUAL posts all unposted transactions that match the date criteria.

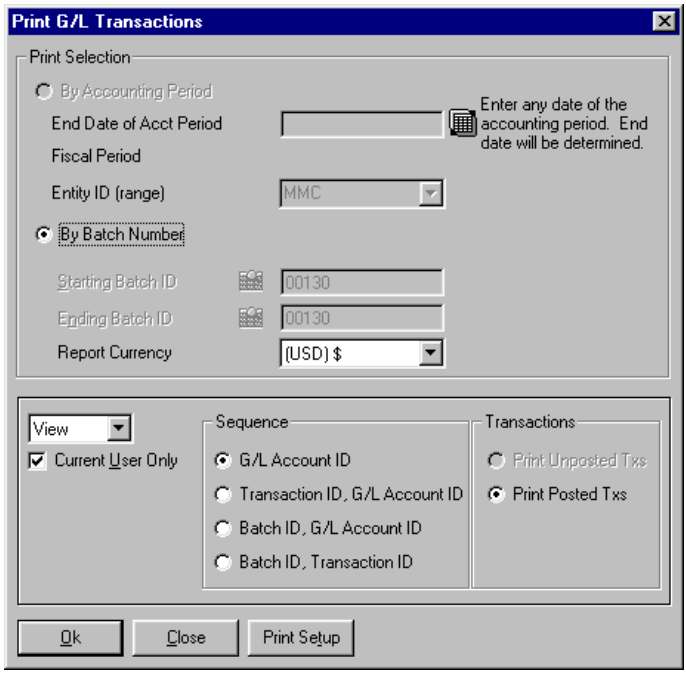
4. Click the **Start** button to continue the posting process.

   A dialog box appears.



   Click the **Yes** button to preview posting to the general ledger, or the **No** button to proceed with the postings without viewing, printing, or outputting the transactions.

If you click the **Yes** button, the Print G/L Transactions dialog box appears.



You have the option to view G/L transactions by accounting period, or by batch number.

5. To view your G/L transactions by accounting period, select the **By Accounting Period** radio button.

   Click the **Calendar** button to enter the end date of the accounting period, then select the entity ID by clicking the down arrow, or enter the entity ID in the field provided.

6. To view your G/L transactions by batch number, select the **By Batch Number** radio button.

   Click the **Browse** buttons to specify a starting batch ID and an ending batch ID in the appropriate fields, then enter a report currency, if necessary, by clicking the down arrow and selecting a currency from the list, or entering the currency ID in the field provided.

   VISUAL automatically populates the Report Currency field with the default currency ID.

7. Click the down arrow to choose the type of output for this report. Select from the following options:

   Print - Prints the unposted G/L transactions to your default printer.

   View - VISUAL opens a preview window that allows you to view and print the report.

   File - VISUAL saves the report as a file to a specified path.

   E-mail - VISUAL sends the report via e-mail.

8. If necessary, select or deselect the **Current User Only** check box.

9. Choose from one of the following options in the **Sequence** group box.

   G/L Account ID - Select this radio button to sort G/L transactions by G/L Account IDs.

   Transaction ID, G/L Account ID - Select this radio button to sort G/L transactions by Transaction ID, then by G/L Account ID.

   Batch ID, G/L Account ID - Select this radio button to sort G/L transactions by Batch ID, then by G/L Account IDs.

   Batch ID, Transaction ID - Select this radio button to sort G/L transactions by Batch ID, then by Transaction IDs.

10. Select one of the following options in the **Transactions** group box.

    Print unposted txs - Select this radio button to print unposted transactions.

    Print posted txs - Select this radio button to print posted transactions.

11. Click the **OK** button to continue, or the **Close** button to exit the dialog box and continue with the posting.

    You can also select a printer and printer options clicking the **Print Setup** button.

Generating Allocations

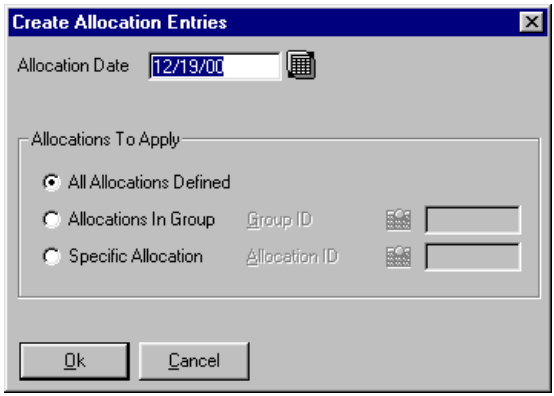
Use the Generate Allocations option in the General Journal Entry window to schedule the allocations you have created for processing.

VISUAL processes the allocation, creates the journal entries, and posts them to the accounts in the General Ledger.

After you setup allocations in the Accounting Window, you can post them using General Journal Entry. See Chapter 7, "Accounting Window" for information on setting up allocations.

1. Open the G/L Transaction Entry window by selecting **General Journal Entry** from the Ledger menu.
2. Select **Generate Allocations** from the **File** menu.

   The Create Allocation Entries dialog box appears.



3. Enter the allocation date in the Allocation Date field.

   If you do not enter a date, VISUAL defaults to the current system date. You can change the date if necessary, either by entering it directly or by using the **Calendar** button.

   The date you specify in this field determines which allocation processes, and also provides the posting date of the journal the allocation creates. After you specify the date, tab out of the field. VISUAL displays the month and year in the field directly below it. The accounting period MUST be active.
4. Select the Scheduling option (type) for the allocation you want to post.

   You can select from the following by clicking on the appropriate radio button:

   Apply all allocations defined - Schedules all the allocations that meet the Posting Date criteria, and have not been run in the current time frame.

Apply allocations in group - Schedules all the allocations in the group that have the specified Group ID, meet the Posting Date criteria, and have not been run in the current time frame. You have the option of clicking on the **Browse** button beside the Group ID field to select from a table of allocation Group IDs.

Apply specific allocation - Schedules the allocation you specify providing that it meets the Posting Date criteria, and has not been run in the current time frame. Supply the Allocation ID of the allocation you want to schedule in the Allocation ID field. Click the **Browse** button beside the Allocation ID field to select the ID from the table of allocations.

5. Click the **Ok** button to post the journal entries generated by the allocations to the accounts specified.

   VISUAL then posts the allocation to the General Ledger.

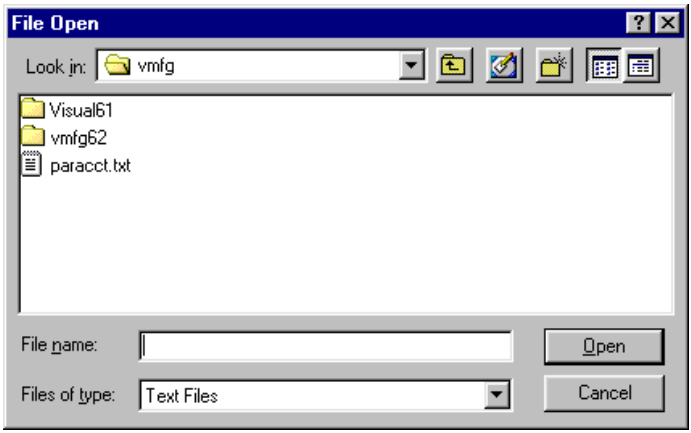
   Click the **Cancel** button to close the window and return to the Create Allocations window if you do not want to post the journal entries.

Generating Consolidation Entries

Use the Generate Consolidation Entries feature to import consolidation entries into the General Journal Entry window.

1. Click the **Generate Consolidation Entries** toolbar button, or select **File**, **Generate Consolidation Entries** from the menu.

   The File Open dialog box appears.



2. Locate the consolidation entries you want to import, then click the **Open** button.

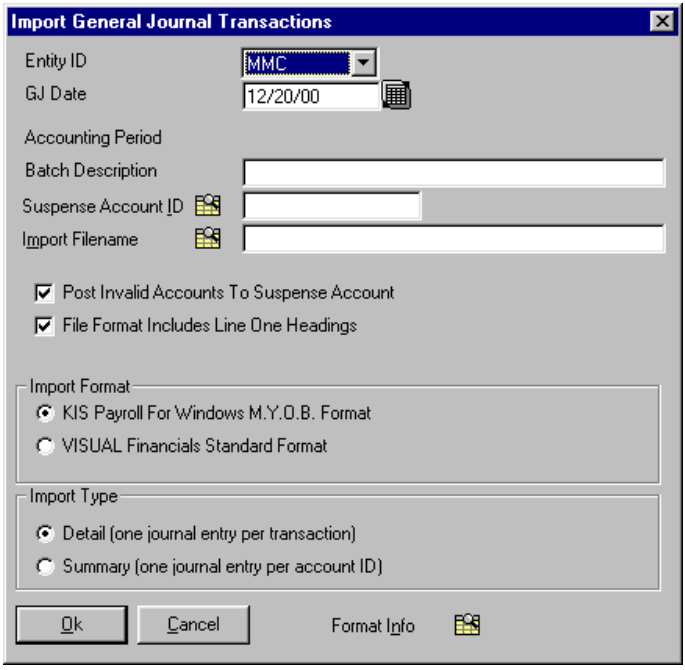
   VISUAL imports the consolidation entries into the General Journal Entry window.

Importing General Journals

Use the Import General Journals option to import general journal transactions to the general ledger. This feature eliminates the need to manually enter journal entries. The journal entries must be in proper format.

1. Select **File**, **Import General Journals** from the menu.

   The Import General Journal Transactions dialog box appears.



2. If necessary, click the down arrow to select an Entity ID from the list.

   VISUAL automatically populates the Entity ID field with the default Entity ID.

3. If necessary, click the **Calendar** button to enter a general journal date in the GJ Date field.

   VISUAL automatically enters the current system date.

4. Enter a batch description in the Batch Description field.

5. Click the **Browse** button to enter a Suspense Account ID, or enter the suspense account in the field provided.

6. Click the **Browse** button to enter a filename to import, or enter the filename in the field provided.

7. Select the **Post Invalid Account to Suspense Account** check box if necessary.
8. Select the **File Format Includes Line One Headings** check box if you want line one headings to appear in the file.
9. Select one of the following options in the **Import Format** group box.

   KIS Payroll For Windows M.Y.O.B. Format - Select this option if your file supports this type of format.

   KIS Payroll format must be the M.Y.O.B. format which is supported during the close period procedure. This type of formatting includes: Journal Number, Date, Memo, Account ID, Debit Amount, and Credit Amount. This is the format used for importing VISUAL Payroll entries.

   Infor VISUAL Financials Standard Format - Select this option if you want this type of format for your file. Standard Infor VISUAL Financials format contains the Account ID, a descriptive reference, and debit and credit amounts. Only one of debit or credit may be non-zero, but all four items must exist for each line. Currency is optional and defaults to system currency.
10. Select one of the following options in the **Import Type** group box.

    Detail (One journal entry per transaction) - Select this option to view details of each journal entry.

    Summary (one journal entry per account ID) - Select this option to view a summary of each journal entry.
11. Click the **Browse** button beside Format Info for detailed format information.
12. Click the **OK** button to import general journal transactions.

    VISUAL imports the journal entry into the General Journal Entry window. You have the option to edit, save, or post the journal entry.

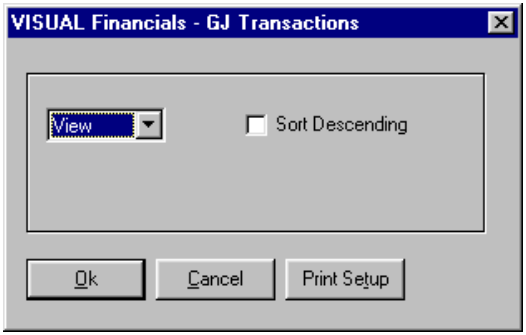
    Click the **Cancel** button to exit this dialog box without importing general journal transactions.

Printing Current General Journals

You can print the current General Journals Report at any time, not just at closing time. This is a report of all current Journal entries made to the G/L during the current accounting period.

1. From the G/L Transaction Entry window, select a Transaction ID by clicking on the **Browse** button, or enter the Transaction ID in the field provided.
2. Select **Print Current General Journals** from the **File** menu.

   The GJ Transactions dialog box appears.



3. Click the down arrow to view the type of output for the report. Select from one of the following options.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Journal Report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.
4. Select the Descending check box if you want to view G/L transactions in descending order.

   Leave the box unchecked if you want to view G/L transactions in ascending order.
5. Click the **OK** button to print the current general journals.

   Click the **Cancel** button to exit this dialog box without printing the current journals.

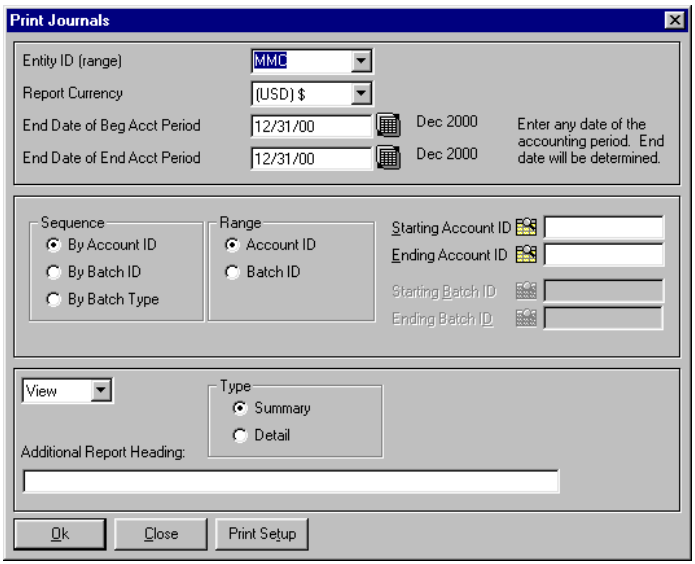
   Click the **Print Setup** button to modify printer and printer options.

Printing General Journals

You can print the General Journals Report at any time, not just at closing time. This is a report of all general journal entries made to the G/L during any accounting period specified or for a range of Batch IDs.

1. Select **Print General Journals** from the **File** menu.

   The Print Journals dialog box appears.



2. If necessary, click the down arrow to select an entity ID, or enter the ID in the field provided.

   VISUAL automatically populates the Entity ID field with the default entity ID.

3. Click the down arrow to enter a currency ID for the report, or enter the currency ID in the field provided, if necessary.

   VISUAL automatically populates the Report Currency field with the default currency ID.

4. Click the **Calendar** button to enter a date range of the account period for this report, or enter the dates in the fields provided.

   VISUAL defaults to current period.

5. Choose one of the following options in the **Sequence** group box.

   By Account ID - VISUAL lists journals by account ID.

   By Batch ID - VISUAL lists journals by batch ID.

   By Batch Type - VISUAL lists journals by batch type.

6. You can choose one of the following options in the **Range** group box to select a specified range of journals to print in the report.

   To print all journals within the accounting period, leave the starting and ending account or batch IDs blank.

   Account ID - To print a specific range for Account IDs, select the Account ID radio button, then enter the starting and ending Account IDs in the fields provided.

   Batch ID - To print a specific range of entries based on Batch IDs, select the Batch ID radio button, then enter the starting and ending Batch IDs in the fields provided.

7. Choose the output type for the report:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Journal Report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment using your electronic mailing system.

8. Select the type of report to generate.

   You can generate either Summary or Detail reports.

   Summary -Select this option to print the summary totals.

   Detail - Select this option to print detail totals.

9. To enter an additional heading on the report, enter the heading in the Additional Report Heading field.

10. Click the **Ok** button.

    If you selected **Print** as the output type, a standard Windows Printer dialog box appears. Make the appropriate selections then click on **Ok**.

    VISUAL prints the report.

11. Click the **Print Setup** button to select a printer and printer options.

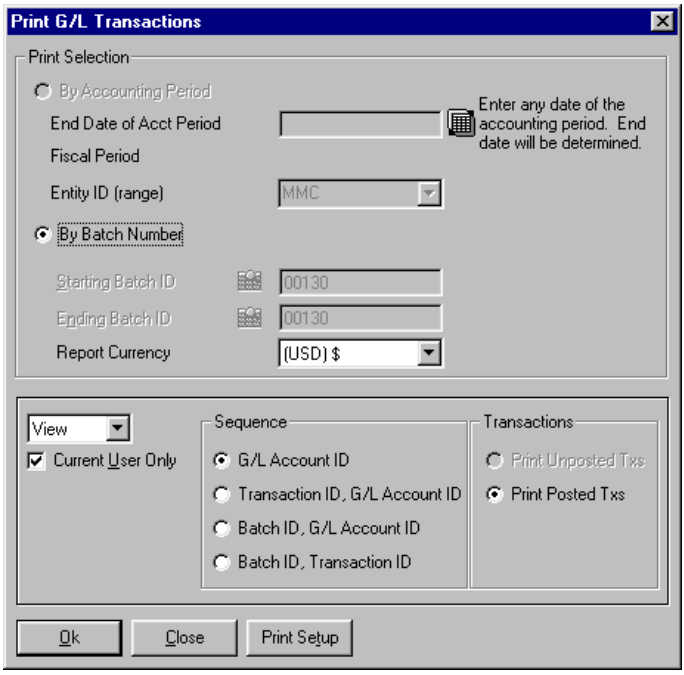
    Click the **Close** button to exit the Print Journals dialog box without printing journals.

Printing Transactions

You can print the Transactions Report by Accounting Period or by Batch Number. The report lists all transaction entries made to the G/L during any accounting period that you specify. It also lists the transaction entries by Entity ID and by Report Currency.

1. Select **Print Transactions** from the **File** menu.

   The Print G/L Transactions dialog box appears.



2. Select the appropriate radio button for printing by account period or by batch number.

   By account period - Select this option to print the report by account period.

   By Batch Number - Select this option to print the report by batch number.

3. If printing by account period, enter the end date of the accounting period in the field provided, or click the **Calendar** button to select a date.

   Then click the down arrow to select an Entity ID or enter the Entity ID in the field provided.

   VISUAL uses the default entity and defaults to current period.

4. If printing by batch number, enter or select the starting and ending Batch IDs.

   To print all transactions, leave the starting and ending Batch Id fields blank.

5. Click the down arrow to select the currency for this report, or enter the currency ID in the field provided.

6. Choose the output type for the report:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Journal Report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

7. Select the **Current User Only** check box if you want to view only the transactions of the current user in this report.

8. Select the report sequence.

   If you are printing by Accounting Period, you can sequence the report by G/L Account ID or by Transaction ID and G/L Account.

   If you are printing by Batch Number, you can sequence the report by Batch ID and G/L Account ID, or by Batch ID and Transaction ID.

9. Select the transactions to print.

   You can select to print posted or unposted transactions.

   You can print posted transactions when printing by Batch Number.

10. Click the **Print Setup** button to select a printer and printer options.

11. Click the **Ok** button.

    If you selected **Print** as the output type, a standard Windows Printer dialog box appears.

12. Make the appropriate selections then click the **Ok** button.

    VISUAL prints the report.

Chapter 9

Report Writer Window

Report Writer Window

The General Ledger Report Writer is an easy to use, powerful tool for developing special or unique financial reports. You can also use Microsoft Access, Seagate Crystal Reports, and or Microsoft Excel to create reports.

The key to creating these reports is having a logical Chart of Accounts with Summary Accounts. See Chapter 7 for more information on the Chart of Accounts.

You can enter report formats either manually or by using the Report Wizard. There are four types of formatted report wizards available, two for the Income Statement and two for the Balance Sheets. Income Statement formats show the current period, month-to-date, and year-to-date information. This report also offers a report with a comparison to the same period for the prior year.

The Balance Sheet formats show the current period with budget comparisons and the current period with first year comparisons.

The Report Wizard automatically fills in all necessary information parameters. If you manually enter report formats, you have to edit each line of the report using CENTURA Report Builder or Quest to properly format (set up columns, etc.) the report. See “Manual Reports” later in this chapter.

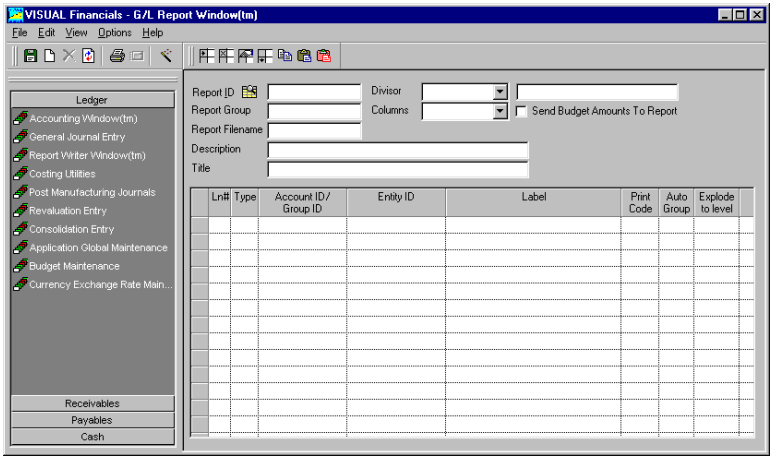
The G/L Report Writer displays data conceptually like a 32 columnar pad. Along the left axis are the processing accounts and along the top axis are the processing periods.

Report Writer saves the Reports you create in a Centura QRP report format. Refer to the Centura Report Builder or Quest documentation for detailed descriptions of QRP files and how to use the facilities of the QRP file.

You can view these reports on screen, send them to a printer, or use them to create a file that you can manually manipulate outside of VISUAL.

Starting Report Writer

The Report Writer window is available from the VISUAL Ledger menu. To start the Report Writer, select **Report Writer** from the **Ledger** menu. The G/L Report Writer window appears.



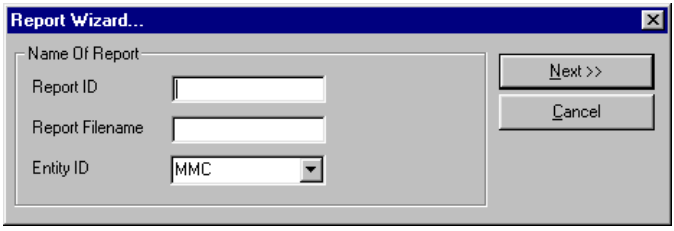
Creating Reports Using Report Wizard

You can create a report using the Report Wizard. The Report Wizard guides you through a step by step process and generates the report header, the report header lines, and the necessary QRP file for you.

To use the Report Wizard to create a report:

1. Click the **Report Wizard** toolbar button, or select **Report Wizard** from the **File** menu of the Report Writer window.

   The first Report Wizard dialog box asks you for a Report ID (for the new report definition).



2. Enter a unique Report ID to identify the report in the Report ID field.
3. Enter an eight (8) character name in the Report Filename field.

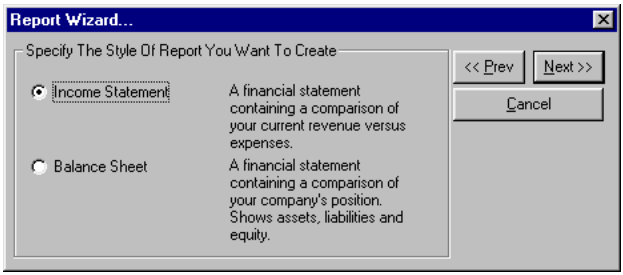
   VISUAL uses this Report File name to create the Report Form file. For example, if you enter REPORT1 as the file name, VISUAL creates the file called REPORT1.QRP. This is the file name to look for in Report Builder or Quest.
4. Enter the Entity ID in the Entity ID field.

   You can select multiple entities by separating the Entity IDs with a comma (no spaces) or you can select a range by setting a / forward slash between the Entity IDs.

   VISUAL uses the default entity.
5. Click the **Next** button to continue.

   If you want to stop the report generation process, click on **Cancel** to cancel any work already done.

The Second Report Wizard dialog box appears.


Report Wizard...
Specify The Style Of Report You Want To Create
Income Statement
A financial statement containing a comparison of your current revenue versus expenses.
Balance Sheet
A financial statement containing a comparison of your company's position. Shows assets, liabilities and equity.
<< Prev
Next >>
Cancel

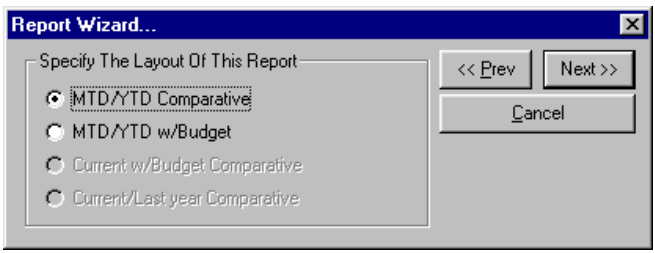
6. Select the style of report by clicking the appropriate radio button either Income Statement or Balance Sheet.

   Income Statement - Select this option to print a financial statement that contains a comparison of your current revenue versus expenses.

   Balance Sheet - Select this option to print a financial statement containing a comparison of your company's position showing assets, liabilities, and equities.

   You can click the **Prev** button to go back to the previous dialog box, or **Cancel** to stop the report process and exit the Report Wizard at any time during the process.

7. Click the **Next** button to proceed to the third dialog box to specify the layout for the report.



8. Specify the layout for the report by clicking the appropriate radio button.

   The selections available to you on the Report Layout dialog box depend on the type of report you requested in the previous dialog box.

   If you selected the **Income Statement** format in the previous dialog box, you can select:

   MTD/YTD Comparative - Net Profit (Loss) Report with MTD, YTD Last Year MTD, and Last Year YTD Totals.

   MTD/YTD w/Budget - Net Profit (Loss) Report with MTD, Budget MTD, YTD and Budget YTD Totals.

If you select the Balance Sheet format in the previous dialog box, you can select:

Current w/Budget Comparative - Balance Sheet Report with Total Assets and Total Liabilities/Owner's Equity with Current Year, Budget, Last Year and Budget Totals.

Current/Last Year Comparative - Balance Sheet Report with Total Assets and Total Liabilities/Owner's Equity with Current Year, Last Year, Increase and Percent of Change.

9. Click the **Next** button.

   The Accounts dialog box appears.

10. List the accounts you want on your report.

    Enter each Account ID and specify the number of Levels to explode each account within the Chart of Accounts. When you tab out of the detail line, VISUAL displays the account Description.

    Refer to Chapter 7 for more information on Account Structure.

    If you select **Income Statement** as the style, enter the Revenue Accounts in the left side of the table and the Expense Accounts in the right side of the table.

    If you select **Balance Sheet** as the style, enter the Asset Accounts in the left side of the table and the Liability/Equity Accounts in the right side of the table.

    If you erroneously specify an Account ID, VISUAL warns you.

11. Click the **Next** button.

12. Specify the Account Groups you want on your report.

    Use the Account Groups dialog box to specify the Account Groups you want on your report. The headings that appear depend upon your selection on the Report Wizard Style dialog box.

If you select **Income Statement** as the style, enter the Revenue Groups in the left side of the table. Enter the Expense Groups on the right side of the table.

If you select **Balance Sheet** as the style, enter the Asset Accounts in the left side of the table. Enter the Liability/Equity Accounts on the right side of the table.

When you tab out of the detail line, VISUAL displays the account group's description.

If you specify an Account ID that is incorrect, VISUAL warns you.

You can click the **Prev** button to go back to the previous dialog box, or **Cancel** to stop the report process and exit the Report Wizard without saving your work.

13. Click the **Next** button.

    A dialog box appears asking if you want to create the report.

14. Click the **Yes** button to continue.

    Report Wizard creates your report.

    Click on **No** to return to the previous dialog box and edit any account information.

    Click on **Cancel** to cancel (exit) the report generation process.

    Note: *You lose all report information if you choose to Cancel the report wizard.*

    If you select ***Yes****, the Report Wizard generates the report. The information appears in the G/L Report Writer window and is now ready for you to use or edit.*

    See "Editing Report Information" later in this chapter for more information on editing reports.

Manually Creating Reports with the Report Writer

You can use the Report Writer to manually create other report formats that your organization uses to analyze and monitor its financial information.

Enter the following information in the Report Writer window:

1. Select **Report Writer** from the **Ledger** menu.

   The Report Writer window appears.

2. Click the **New** toolbar button.

3. Enter a unique Report ID in the Report ID field.

4. Enter the Report Group in the Report Group field.

   Use the Report Group as an auxiliary identifier for the report.

5. Enter the Report Filename in the Report Filename field.

   The report file name is the name of the QRP file. For example, a report file name of SPECIAL1 is called SPECIAL1.QRP. Enter up to 8 characters.

6. Enter a description of the report you are defining in the Description field.

   This is for your information, and does NOT appear anywhere on the report.

7. Enter a title for the report you are defining in the Title field.

   This information appears on the heading of the report.

8. Enter a Divisor in the Divisor field or select from the list.

   The Divisor is a numeric value for the divisor for each balance. For example, 100, 1,000, 10,000. The default is none.

   You can use the divisor option as a form of rounding. For example, if you want to create a sales report with a divisor of $1,000 and the total sales are $5,000.00, the report will display $5.00.

9. Enter the number of Columns in the Columns field or select from the list.

   You can enter or modify the number of columns that appear on the report. The possible values are between 1 and 32. Define the columns in Centura Report Builder or Quest.

10. Click the **Send Budget Amounts to Report** check box to request budget amounts to appear on the report.

    VISUAL populates the pertinent information in the remaining fields based on the criteria you selected. Verify the information.

11. To enter the details of your report, click the **Insert Row** toolbar button.

12. Enter the Type in the type column.

    The line type values are:

    A - Account line - Select this line type value to code the line as an account.

    K - Group line - Select this line type value to code the line as an account group.

    L - Label - Select this line type value to code the line as a label.

    T - Subtotals (no underline) - Select this line type value to code the line as a subtotal with no underline.

    S - Subtotals (single underline) - Select this line type value to code the line as a subtotal with a single underline.

    D - Subtotals (double underline) - Select this line type value to code the line as a subtotal with a double underline.

    G - Grand totals (no underline) - Select this line type value to code the line as a grand total with no underline.

    O - Grand totals (single underline) - Select this line type value to code the line as a grand total with a single underline.

    N - Grand totals (double underline) - Select this line type value to code the line as a grand total with a double underline.

13. To make any revisions to the populated information, use the following toolbar buttons. For more information on each toolbar button, refer to "Editing Report Information" later in this chapter.

Click the **Delete Row** toolbar button to delete the highlighted row.

Click the **Edit Row** toolbar button to modify any highlighted row.

Click the **Append Row** toolbar button to append any information in the highlighted row.

Click the **Repeat Row Information** toolbar button to copy the highlighted row.

Click the **Paste Row Before** or **Paste Row After** button to paste row information you copied using the **Repeat Row Information** toolbar button.

14. Click on **Save** to save the new report.

    Click on **Cancel** to cancel the report creation.

    Click on **Delete** to delete the report.

After you enter all appropriate data in the Report Writer window, use Quest or the Centura Report Builder to format the report. You must modify the QRP for manually created reports, however, the Report Wizard automatically does this upon creation. Not all information translates to the QRP however; you must set up columns, define their formats, and assign column headings. Also, if you are using ratios or variance reporting, you must enter the formulas required into the appropriate columns.

Refer to your Quest or Centura Report Builder documentation for detailed explanations.

Editing Report Information

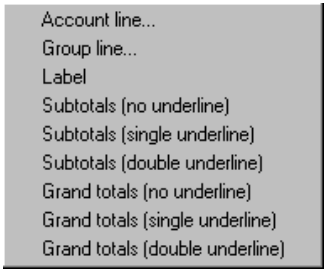
After you create a report, either using the Report Wizard or manually, you can edit any information.

First, enter the appropriate Report ID to display the report you want to edit into the Report Window or click the **Report ID** button and select the appropriate report from the G/L Reports table.

Appending and Inserting Lines

You can append and insert lines in the report using the **Append** and **Insert Row** buttons. If you click on **Append**, VISUAL adds the new line to the end of the table. If you click the **Insert Row** button, VISUAL inserts a line before the currently selected line.

When you click on either button, a pop-up window appears. This pop-up window allows you to select the type of line to add to the accounts table.



If you select **Account Line or Group Line**, the Edit Line Detail Report Line dialog box appears.

Refer to "Editing Line Details" later in this chapter for details on this dialog box.

Copying Lines

You can copy one line and place it anywhere else in the Accounts table.

1. Select the line you want to copy, then click the **Repeat Row Information** button.
2. Select the line where you want to place the copied information.
3. Click the **Paste Row Before** button to paste the information to a new line inserted **before** the selected line.

   Click the **Paste Row After** button to paste information in a new line directly underneath the selected line.

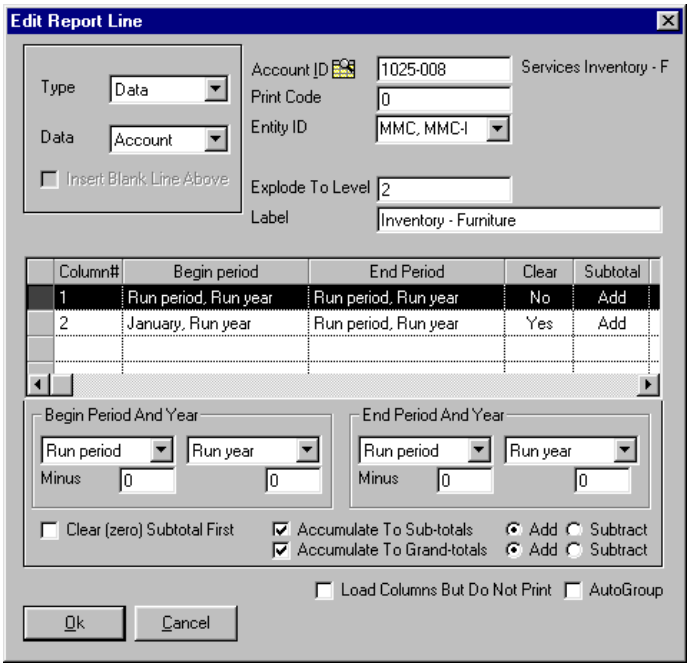
Editing Line Details

You can edit line details by current account line or group line.

To enter an existing line into the editor:

1. Highlight the line in the table of the G/L Report Writer Window that you want to edit, then click the **Edit Row** button to display the Edit Report Line dialog box, or select **Edit Row** from the **Edit** menu or press the SHIFT+F6 keys.

   The Edit Report Line dialog box appears.



2. Refer to the following fields to edit information in this dialog box.

   Type - Click the down arrow to change the line type. Choose from **Data**, **Subtotals**, or **Grand Totals**.

   Data - Click the down arrow to select the type of data for the selected line.

   If you selected **Data** for the Type field, choose from **Account**, **Group**, **Label**, **Subtotals**, and **Grand Totals**.

   If you selected **Subtotals** or **Grand Totals** for the Type field, choose from **None**, **Single** and **Double**.

   Account ID - Enter a new Account ID in the Account ID field, or click the **Browse** button and select it from the G/L Accounts drop-down table.

The account description appears beside the selected Account ID.

3. Enter the appropriate **Print Code** in the Print Code field.

   VISUAL sends the Print Code value to the QRP file to identify line attributes on this report.

   The Print Code defines the following line attributes:

   0 = designates no underline

   1 = designates a single underline

   2 = designates a double under line

   3 = designates a summary asset line

   4 = designates a summary liability line

   5 = designates a summary equity line

4. Enter the Entity ID or range of entities for this report in the Entity ID field.

   You can select multiple entities by separating the Entity IDs with a comma (no spaces) or you can select a range by setting a forward slash between the Entity IDs.

5. Enter the number of levels you want to explode the account in the Explode To Level field.

   This is the number of levels VISUAL explodes your Chart of Accounts to print the subordinate accounts of the account you selected in the Account ID field. Only summary accounts or Group IDs can have an Explode To Level value. Posting accounts have only one level because they are the lowest level in the Chart of Accounts.

   If you enter an Explode To Level greater than zero, only the subordinate accounts print, not the account you selected in the Account ID field. Requesting an Explode to Level of zero is equivalent to printing the balances for the account you selected in the Account ID field.

6. Enter a label for the line, if necessary.

   Line item labels appear in the Report Writer window to assist you in identifying each line item. Labels are not included in the report.

   VISUAL uses the label for total lines, however, when Auto Group is set, it provides the title for the group.

7. Enter the following information in the **Begin Period and Year** group box.

   If you created the reports using the Report Wizard, VISUAL fills in the column parameters; however, if you manually create reports, you need to enter the parameters.

From left to right, click the first down arrow to select the beginning month to include in the report. Choose from the twelve months, **Run Period** (which is the month you enter in the Print Report dialog box), or **Not Used**. If you specify a month/year you can only specify the years that are setup in the Financial Calendar.

Next, click the down arrow to the right to choose what year you want the report to reflect. Choose from the current year, the next two years, **Run Year**, and **Not Used**.

If you selected **Run Period** or **Run Year**, you can specify the number of period or years you want VISUAL to count back from the current period and year. Enter the number in the Minus field.

For example, entering a value of 1 in the Minus box under the Run year drop down menu tells VISUAL to count back one year to print data for comparative purposes.

8. Enter the following information in the **End Period and Year** group box.

   From left to right, click the first drop down arrow to select the ending month to include in the report. Choose from the twelve months, **Run Period** (which is the month you enter in the Print dialog box), or **Not Used**. If you specify a month/year you can only specify the years that are setup in the Financial Calendar.

   Next, click the down arrow to the right to choose what year you want the report to reflect. Choose from the current year, the next two years, **Run Year**, and **Not Used**.

   If you selected **Run Period** or **Run Year**, you can specify the number of period or years you want VISUAL to count back from the current period and year. Enter the number in the Minus field.

   For example, entering a value of 1 in the Minus box under the Run year drop down menu tells VISUAL to count back one year to print data for comparative purposes.

9. To clear the subtotal column, select the **Clear (zero) Subtotal First** check box.

   You can add or subtract each column from the column subtotal and the column grand total. You cannot clear the grand total.

   For example, a report with revenues in one section may be followed by the expenses section. All lines are cumulative to the subtotal, however the first line after the revenue subtotal line needs to be marked “Clear (zero) in order to start a new subtotal section without carrying the previous revenue figures over into the expenses section.

10. Select the **Accumulate To Sub-Totals** check box to include the line figures in the sub-total value.

    Next you need to specify whether to add or subtract the value because VISUAL converts all numbers within the report to positive numerals. A revenue account containing a credit balance does not display as a negative numeral (sign or bracket). For example, in order to calculate a gross profit sub-total you need to accumulate each line then add to the grand total line(s) then accumulate each expense line and then subtract the cost of sales line(s) from the sub-total. Use either the two sub-total lines or the individual lines that add to the sub-total, but not both.

    For example, a report with revenues or assets in one section may be followed by the expenses or liabilities in the second section.

11. Select the **Accumulate to Grand-Totals** check box to show final results at the bottom of the report.

    You can use the grand total to determine the net profit or loss in an income statement.

    The Report Wizard populates the fields based on the check box selections (format) you make. If you decide to add other subtotal lines, or if you created this report manually, you need to select how VISUAL should calculate the subtotals and grand totals.

    Remember, you need to enter any changes or additions for each column. VISUAL does not automatically copy the previous column's definitions. Refer also to step 11.

12. Click the **Load Columns But Do Not Print** check box if you want to load a column and use it later to compute percentages or variances.

    Unless you reload the column on the current line, your previously loaded values remain throughout the report.

    For example, ask for the current period of the sales account to be loaded in an unused column to have a current period value for total sales. In this example, you are printing 4 columns on the report: MTD, YTD, Last Year MTD and Last Year YTD. If you ask for a column 3, load the current balance of your sales account in column 3. Later, in subordinate lines, do not load column 3. Column 3 always contains the value from the first line. You can modify the QRP file to perform the computation of percentage of total sales.

13. Select the **Auto Group** check box to specify an account range for Account Groups, or when you want an explode to level that is greater than zero.

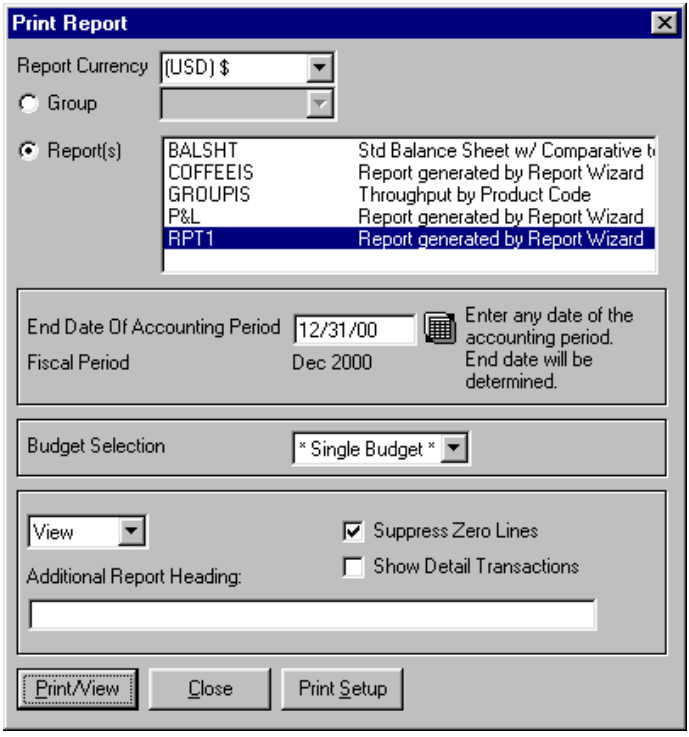
Auto Group is a list of accounts that start with a title. Accounts and their balances, with a single underline row, the title again and the totals of the balances of all accounts printed in the group follow underneath. Use this feature to specify an account range, or when you want an "explode to level" that is greater than zero. This is an easy way to get a subtotal without coding it as two or more lines on the report.

14. Click the **Ok** button to save the line and return to the Report Writer with the edited line.

Printing Reports

1. Select **Print Report** from the **File** menu of the G/L Report Writer window.

   The Print Report dialog box appears.



2. Click the down arrow to select a currency ID in the Report Currency field, or enter the currency ID in the field provided.

3. Select the **Group** radio button or the **Report(s)** radio button.

   If you select the **Group** radio button, the field beside Group is active. Click the down arrow and select the account group. This option is only available if you chose to include group accounts when creating the report.

   Define Group Accounts in the Accounting window.

   If you click the **Reports** radio button, you can select several reports to view in succession by highlighting the report title.

4. Enter a date in the End Date of Accounting Period field or select a date using the **Calendar** button.

You can enter any date. VISUAL determines the Fiscal period in which the date falls. This field is important if your report uses a relative "Run Period, Run Year."

5. Click the down arrow to select the budget you want to run for this report in the Budget Selection field.

6. Choose the output destination by clicking the down arrow and selecting one of the following:

   Print - Select this option to output the file to a printer. The file is sent to the selected default printer in Print Setup.

   View - Select this option to see what the printed output looks like before you print.

   When the information displays on the window, you can scroll through and print if a hard copy is wanted.

   File - Select this option to save the report information to a text file. You can edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as a rich text file (.RTF) attachment through your electronic mailing system.

   Specify the destination directory and filename in the Filename field. If you do not specify a destination, VISUAL puts the text file in the same directory that the program files are in.

7. Click on **Suppress Zero Lines** to print your report eliminating lines with zero balances.

8. To print detail line of posted transactions select the **Show Detail Transactions** check box.

9. Enter any additional information that you want to include in the report header in the Additional Report Heading field.

10. You have the option to choose a default printer or choosing other printer options if you are printing your report by clicking on the **Print Setup** button.

11. Click on **Print/View** to output the information.

    If you selected **Print** as the output option, a standard Windows Print dialog box appears allowing you to select the number of copies that you want to print.

    Click the **Close** button to exit this dialog box without printing the report.

Sending and Receiving VISUAL Manufacturing/Financials Information

The **Send To** option allows you to electronically send information from an open VISUAL Manufacturing/Financials window to another VISUAL Manufacturing/Financials user. From this window you can share reports with associates that would otherwise have to either recreate the window through identical information entry or move to your workstation to view the window.

To send information electronically, select **File**, **Send To** from the menu, or click the **Send To** toolbar button.

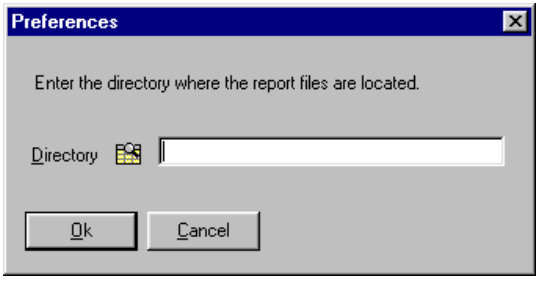
Refer to Chapter 4, Concepts and Common Features for more detailed information on Sending and Receiving VISUAL Manufacturing/ Financials Information.

Maintaining Preferences

The Preferences feature allows you to enter the file path where the QRP files are located. This may be on the Controller's C drive, or on a network. By assigning this necessary information, VISUAL knows where to look for a QRP file when you request one.

1. Select **Options**, **Preferences** from the Report Writer menu.

   The Preferences dialog box appears.



2. Click the **Browse** button beside the Directory field to find the path of the reports you want to import, or enter the directory in the field provided.
3. Click the **OK** button to import the reports, or the **Cancel** button to exit the Preferences dialog box without importing reports.

Chapter 10

Costing Utilities

Costing Utilities

Costing Utilities calculates the cost of all manufacturing activities. We recommend that you run this feature daily. The Prepared Journals section of costing utilities sorts and prepares the journal entries associated with the costed manufacturing activity and transfers it to Infor VISUAL Financials where it can be previewed and posted.

For more information on Costing, refer to “Manufacturing Costing” in Chapter 18 of this manual.

Using the Costing Utilities Window

There are two sections to the Costing Utilities window. The upper portion is used to update costs related to Work Orders and inventory transactions.

The bottom half of the Costing Utilities window is where you can have the system prepare the manufacturing journals, if you want. Even though the window has a message that says to run these on a monthly basis, that is meant as a minimum. It is recommended that these journals be prepared and posted on a more frequent basis during the month to reduce the processing time required to close your month. You can determine the frequency based on the amount of activity generated by your business, and your need for accounting reports review.

The default posting date that appears in the dialog box is the last fiscal period's ending date. You can overwrite this field to enter another (appropriate) date (i.e. current system or month end date). If you enter a current period date and the prior period is open, VISUAL prompts you with a message stating that you cannot process the current period information until you close the previous period. This is to prevent any information not posted in the previous period from being posted in the current period.

For example, if on the last day of the month, you enter transactions but do not post, and on the 10th day of the new month you elect to post the new month's activity, all transactions not recorded in the journals for the current and previous month are recorded and posted to the current period.

To prepare the manufacturing journals:

When the Costing Utilities window opens, none of the check boxes for the journals are marked.

Click the check boxes for the appropriate journals. You can have all the journals prepared by clicking on each box, or you can selectively prepare journals as needed.

This function only prepares the journals.

To post to the general ledger:

Select **File**, **Ledger**, **Post Manufacturing Journals** from the menu.

Refer to "Post Manufacturing Journal" in Chapter 11 for more information.

If you prepare the journals but don't post them, the next time you prepare journals, the previous journals are deleted and their distributions are included in the new journals.

Manufacturing Cost Flow Overview

VISUAL implements costs for work orders as a function of inventory and labor transactions placed against those work orders. All costs ultimately come from these two window controls.

When you first create a work order, it has no transactions. As inventory is issued and labor is posted to the work order, the work order is given costs. Depending on the costing method you have chosen for your system, the values used in these transactions are either based on part and resource standards, work order operation standard, or actuals. Purchase orders, when received, effectively have a cost also. Similarly, Customer orders, when shipped, have costs associated with them. Just as work orders can be shown to have costs by totaling the issues and labor against them, so can a purchase order and customer order by totaling the receipts and shipments, respectively, against them.

The Costing Utilities prepare inventory and labor transactions to be permanently Costed and Posted to the General Ledger. Not all costing actions can be carried out on-line (i.e. during normal system interaction). A few actions must be performed in batch mode. The Costing Utilities program is designed to perform those batch functions. The functions performed are:

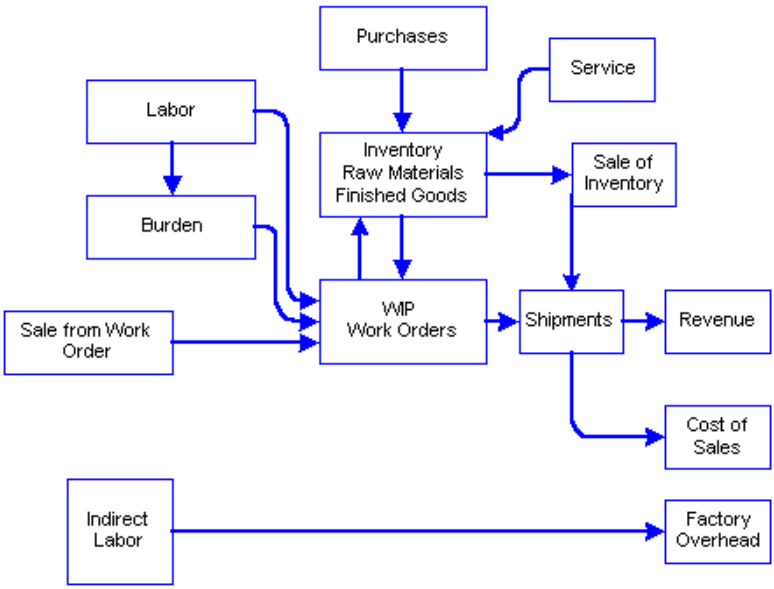
- ❒ Receipt Transaction Costing (Work Orders)
- ❒ Inventory Transaction Costing
- ❒ Prepare Purchase Journal Transactions
- ❒ Prepare WIP / FG Journal Transactions
- ❒ Prepare Shipments Journal Transactions
- ❒ Prepare Part Adjustment Journal Transactions
- ❒ Prepare Indirect Tx Journal Transactions

Purchase Receipts

Frequently run, daily or every other day Receipt Transaction Costing and Inventory Transaction Costing. As purchase order receipts become invoiced and entered, the Inventory Transaction Costing function takes the invoice cost information and costs the transactions that are being held because of missing cost information (received Purchase Order not yet invoiced). The Receipt Transaction Costing function checks open work orders and their receipts to “see” if all receipts can be costed. For example, when an invoice is matched to its receipt, that receipt can now

be costed and any issue from that receipt (FIFO) can be costed. The costed issue has now affected the cost of a Work Order or Customer Shipment. In the case of the Work Order, the receipt of the finished product can now be valued with its final cost. The Receipt Transaction Costing function performs this step.

Costing Flow Chart



Direct Labor is reclassed from Payroll to Cost of Sale - Direct Labor Account(s).

Indirect Labor is reclassed from Payroll to Manufacturing Indirect Payroll.

Cost Flow Procedure

- ❒ Create Work Order & Requirements (Operations, Service, Costs, Status)
- ❒ Create Purchase Order for Material Requirements
- ❒ Receipt of Raw Material into Stock or to Work Order if Linked Run Costing Utilities & prepare Purchase Journal Inv. temp valued at PO

  Enter A/P Invoices & Match to receipt & Post
- ❒ Issue Materials to Job if not linked

  Run Costing Utilities & prepare Purchase and WIP Journals - Updates Material Costs to actual

  Applies labor & burden to work order

- ❒ Enter Labor Tickets for Operations on Job

  Run Costing Utilities & prepare Purchase and WIP Journals - Updates Material Costs to actual

  Applies labor & burden to work order

- ❒ Finished product - Receive into stock & Ship - If linked to Customer Order = Ship

  Run Costing Utilities & prepare WIP and Shipment Journals - Updates Work Order costs &

  FG Inv. value. Relieves FG and debits COGS for shipments.

- ❒ Invoice Forms - Print Invoices & transfer into A/R module for posting to G/L

  (Revenue recognition)

Costing Utilities – Running Receipt Transaction Costing (Work Order Receipts)

A work order gathers actual cost from labor ticket postings or inventory transactions throughout its life; however, the majority of the time its final actual cost is unknown. When the work order becomes fully received or shipped, it is closed. After it becomes closed, the Receipt Transaction Costing function permanently costs receipts for the work order. When the permanent cost is established, the outgoing transactions can be costed (Issues of Work Order Receipts).

Run Receipt Transaction Costing if you are using either actual or standard costing. In actual costing, this option evaluates the total order to "see" if all inventory transactions and operations have been completed and final costed. If competed, this selection assigns a permanent cost to the receipt and marks the work order as closed. If the work order is reopened at a later date, this option reevaluates the work order for any cost changes and updates the receipt as needed. The issues from that receipt are also updated.

In standard costing, this option determines the Manufacturing Variance that is taken. All receipts in a standard cost system are valued at standard as soon as they are created. Depending upon costs incurred in WIP, a variance will be recorded for any deviation from standard.

Receipt Transaction Costing performs the following:

- ❒ Examines newly created labor transactions and inventory transactions of any permanently costed work order to "see" if changes have occurred since the work order became permanently costed. If you have added any new transactions, the corresponding work order is no longer permanently costed and is now reconsidered for costing.

  Examines each work order that is not permanently costed and determines if the work order is costable. A work order can be permanently costed if the following is true:

- ❒ The order is fully received or marked closed.
- ❒ The operations of the order are fully reported or marked completed.
- ❒ The material requirements of the order are fully issued or marked completed.
- ❒ The material issue transactions of the order are fully costed. Invoices have been received and matched to receipts consumed by this work order.

If the work order being examined is costable, VISUAL takes its actual cost, determines the unit cost for each cost category (MLBS) and saves the result in each inventory receipt of the work order. Then it marks the work order as costed permanently (by setting COSTED_DATE to the current system date / time in the Work Order table).

- ❒ The first option allows you to assume that all operations and requirements for a work order are closed if the work order is closed (fully received to stock), regardless of the complete status of the individual requirements and operations. All material issues to the work order however, must have a final cost. For example, a work order may require 100 pieces of an item per the estimate. If 90 pieces have been issued and fully costed, this option assumes that the job can be final costed.
- ❒ The second option allows the Receipt and Inventory Transaction costing to continue to run until you have performed all updates to transactions. This box is checked by default. VISUAL is able to capture all activity for a change in a Transaction in one step rather than having to run this multiple times. For example, in actual costing, if an issue to a work order id fully costed by matching the Accounts Payable Invoice with the Purchase Order Receiver, the work order that received the material is considered for full cost. If the work order is closed, the receipt of the work order is fully costed and therefore, any issue (shipment or issue to a higher level work order) of the received work order, can now be costed. If this box is not checked, the receipt is not fully costed, and therefore, the issue of the fabricated item to a higher level work order is not costed.

A single pass (box not selected) first values receipts, and then the issues from those receipts. Because some receipts first require that issues are valued, a single pass does not always cost everything that can be valued. You should leave this option checked. The only time it is not necessary to leave this option checked is if all Bills of Materials for the product you fabricate are single level, and, very few returns are made. Check this when costing inventory at month's end. When the No Updates Performed message appears, all activity to date has been costed. Under normal circumstances, you should leave both of these options checked.

Inventory Transaction Costing

The Inventory Transaction option from the Costing Utilities window causes incoming transactions to be related to and provides costs to outgoing transactions. It is only required when you are running in Actual Costing mode. Actual costing is carried out by assigning the incoming costs represented by purchased part receipts or adjustments to inventory to outgoing costs represented by material issues, shipments, and adjustments to inventory. Before any costs can be assigned to an outgoing transaction, VISUAL must first have a permanent cost for an incoming transaction.

The primary source of incoming costs is the purchased part receipt. Another source of incoming costs is a work order receipt from work in process. We already know that labor tickets are given a permanent cost when they are created. Purchased part receipts may not be given a permanent cost at any time of receipt. If VISUAL is set to cost purchase part receipts from Purchase Orders, then the transaction is given its final value upon creation. If VISUAL is set to cost purchased part receipts from A/P Invoices, then the transaction must wait for its permanent cost until the matching A/P Invoice is entered. After the purchased part inventory receipt is given its final, permanent value, VISUAL distributes costs from that transaction. This is done by connecting the receipt to one or more outgoing transactions for the same part. For example, a receipt of 1000 parts can be distributed to an issue of 1000 parts, 10 issues of 100 parts, or 1000 issues of 1 part, or any combination in between.

The order of assignment of transactions is First-In, First-Out (FIFO).

The Inventory Transaction Costing function examines each inventory part's incoming inventory transactions that have not been fully distributed and assigns them to the same part's outgoing inventory transactions that have not been previously assigned.

VISUAL maintains a table where it can locate all affected transactions when a given value has changed. For instance, a change to an A/P Invoice after its original entry would potentially have an affect which proceeds all the way to the Cost of Goods Sold account, assuming that the finished part which used the purchased part being costed has already been shipped.

As purchased part receipts are costed, material issues are costed. In turn, material issues are part of the cost of a work order. The cost of these material issues affects the receipt costs for parts coming from the work order. After all details of the work order are costed, the receipts of the work order can be costed. Those costs are then distributed to either material issue costs (when the part is used in the fabrication of another work order) or to shipment costs (when the part is a finished good and is shipped to a customer). The process of costing inventory transactions spirals up the bill of material and routing (i.e. engineering structure) until it becomes part of inventory or cost of goods sold.

Preparing Manufacturing Journals

Manufacturing Journals are prepared by the Costing Utility application. Each journal is the result of VISUAL's analysis of inventory transactions, and if applicable, labor tickets. These procedures create summary journal transactions called distributions, which are then ready for posting to the General Ledger. Each journal is a subsidiary journal similar in nature to the Accounts Payable or Accounts Receivable journals. The journals must be posted using the Post Manufacturing Journals function.

The Costing Utility may create several distributions for each order. If an order is open for more than one period, it typically has multiple distributions. If you run the Costing Utilities more than once during the period and post the results, VISUAL creates multiple distributions. The Costing Utilities remove any unposted transactions for the period being processed and replace them with up to date transactions. This simplifies the resulting distributions allowing a summary to occur across all available transactions. If you run the Costing Utilities and do not post the results, the unposted transactions are picked up in a subsequent batch the next time you run the Costing Utilities. However, you do not lose the distributions created by the previous Costing Utility run. They are added to the current distribution.

Any difference between what you are posting on the Work In Process (WIP) journal and Indirect Labor journal and the labor expense that results from your payroll transactions can usually be accounted for as one of the following possible situations:

- ❒ You are not entering all transactions in VISUAL. Sometimes indirect labor is not entered as a labor ticket in VISUAL.
- ❒ Your payroll system's employee rate information is different from the employee rate used by VISUAL.
- ❒ Your office or salaried employee expense is mixed with the direct/indirect labor posting being made from your payroll system.

Labor tickets are costed immediately when created. Therefore, there is no delay in obtaining this information. Also, burden is calculated at labor ticket creation.

Material burden is applied only when a material is issued to a work order. It is not intended to capture inventory storage costs, nor does it affect the value of inventory as it waits for use. The act of issuing the material to a work order causes the work order to be burdened for the material. This cost appears in the Burden column of a work order. Each part received from the work order contains a share of the burden applied as a result of this process. This material burden can be in addition to the burden applied from the shop resource.

When a material issue to a work order drives the on-hand quantity for a part into negative numbers, the following occurs in an Actual cost database:

Material Cost: Only the quantity that was actually on hand is costed to the work order. The additional quantity issued that drove the on-hand quantity into negative numbers is issued at zero cost.

Issue Burden: Issue Burdens are handled as:

- ❒ Unit Burden: Because this figure is based on the number of pieces issued, the unit burden for the total quantity issued is costed.
- ❒ Percent Burden: Because this figure is based on the material cost, percent burden is only costed for the quantity that was actually on hand.

Only after more of this material is received or adjusted into stock will any additional material and percent burden cost be distributed to the work order for the quantity that was NOT on-hand at the time of issue. This is done in the next run of the Costing Utilities. These costs will be based on FIFO (first in, first out).

There are six Manufacturing Sub-Ledger Journals. Each of these journals are discussed in this section.

- ❒ Purchase Receipts Journal (PUR) - Order Based
- ❒ Work Order Journal (WIP) - Order Based
- ❒ Finished Goods Receipt Journal (FG) - Order Based
- ❒ Shipments Journal (SLS) - Order Based
- ❒ Inventory Adjustment Journal (ADJ) - Transaction Based
- ❒ Indirect Labor Journal (IND) - Transaction Based

Purchase Journals

The Purchase Journal contains a listing of the summary transactions created by the Costing Utilities. These summary transactions are the results of processing inventory transactions of purchase orders and receipts of services from the vendor that are linked to a Purchase Order. These are receipts (or returns) of each part.

Each purchase order received (or returned) during the period is examined for its current value by summing the inventory receipts attached to the purchase order. These receipts are summarized by G/L account number for each PO. In other words, if three lines on a PO were received at $100.00 each and the debiting G/L account was the same, a sub-ledger

distribution for this PO would be made for $300.00. However, if each debiting account was different, three sub-ledger distributions would be made for $100.00 each. Any existing distributions which have been posted for the period are deducted. The resulting distribution is then saved for the purchase order.

The purchase journals taken together for a given period represent the total purchase receipts for all types of purchases of manufacturing material and expense items for that period.

Purchase Receipt Journals

The Purchase Order accrual account from the G/L Interface is used for all Purchase Order receipts. This account is debited when the A/P Invoice is matched to the Purchase Order Receipt. If a Purchase Order line item is linked to job requirement(s), this journal posts the receipt and the WIP journal posts the automatic issue that occurs when the Purchase Order is received.

Work In Process (WIP) Journals

The Work In Process Journal contains a listing of the summary transactions created by the Costing Utilities as a result of processing inventory transactions and labor tickets to work orders. These are issues (or returns) of materials and posting of labor to work orders during the period.

Each work order that has material issued (or returned) to it, or labor entered for it, during the period is examined for its current value. The actual value of a work order comes entirely from inventory transactions and labor tickets. Any existing distributions that have been posted are deducted from the current value, and the difference is made into a new distribution for the work order. This journal is order based and not transaction based.

The WIP journals taken together for a given period represent the total usage of material and the total value added by the manufacturing process for that period.

Note: *Miscellaneous charges posted to the job from payables are posted to the general ledger via the Accounts Payable Invoice journal. However, these values are relieved from WIP when the order is received to finished goods or shipped.*

The value that VISUAL determines for labor and burden in this journal are absorbed labor and burden. Absorbed labor and burden are temporarily placed in Work In Process Inventory, and ultimately flow into Finished Goods Inventory, and then finally to Cost of Goods Sold.

Finished Goods Journals

The Finish Goods Journal contains a listing of the summary transactions created by the Costing Utilities as a result of processing inventory transactions of work orders. These are receipts (or returns) of manufactured parts from the floor to finished goods inventory. This journal is work order based and not transaction based.

Finished Goods Journals in Actual Costing

Because it is possible to have staggered completions and receive partials into stock, all the cost information may not be complete. In VISUAL, when a partial quantity is moved from WIP to finished goods, the system values that transaction at the total accumulated cost on the work order at that time. If another partial quantity moves to stock, the system values that transaction with the costs accumulated between the previous transaction and this one. This continues until the work order is completed and closed. When the work order is closed, the Costing Utilities evaluate the total cost of the work order versus completed transactions and creates adjustment distributions for any differences.

Shipments Journals

The Shipments Journal contains a listing of the summary transactions created by the Costing Utilities as a result of processing inventory transactions of customer orders. These are shipments (or returns) for parts sold to customers. This is a customer order based sub-ledger and is not transactional.

Shipping Journals in Actual Costing

Shipments can occur for items stocked in finished goods or, if the customer order is linked to the work order, directly from the work order. If the product is shipped from finished goods, the value booked to cost of goods sold is the value booked to finished goods from the Finished Goods journal on a FIFO basis.

If the customer order is linked to the work order and a partial shipment is made, the system books to cost of goods sold the total cost accumulated to date on the work order. A second shipment will be at the cost accumulated between the previous shipment and this one. When the final shipment is made and the work order closed, if there is any difference between the total cost of the work order and the costs already transacted, the system creates adjustment distributions for this difference.

Because of this methodology, if partial shipments occur across accounting periods, there is the potential that cost of goods sold in a particular period may be under or over stated.

In actual costing it is possible that cost variances for a job are posted in a period for which no shipment was made.

For example, if an order with a total value of $4,000 ships in February, this value is posted to the Cost of Goods Sold account(s). If an invoice for material used on the job comes in on March 15, any difference in cost (Purchase value vs. Invoice) is posted to the current periods Cost of Goods Sold.

Inventory Adjustment Journals (Adjust In or Out)

This journal contains a listing of the summary transactions created by the Costing Utilities as a result of processing inventory transactions of parts that adjusted inventory quantity on hand.

You must value incoming adjustments (increases in quantity on hand) when costing at actual. Use the current standard from the Part Master or override the value manually when the transaction is created. This action provides a cost per unit and therefore a total cost for every incoming adjustment transaction. All adjustments into inventory created by the VISUAL Physical Inventory module are made at standard. Therefore, it is extremely important that all item masters contain a standard if you use the physical inventory module.

Adjustments that are outgoing (decreases in quantity on hand) must be valued by the same inventory costing method used to distribute costs from receipts to issues (Costing Utilities, Inventory Transaction Costing). You cannot set the dollar value of an outgoing adjustment.

This journal totals the value of each such transaction and posts it to the financials via this subsidiary ledger. This journal is transactional. That is, each transaction results in a separate distribution to the appropriate accounts.

Indirect Labor Journals

The Indirect Labor journal contains a listing of the summary transactions created by the Costing Utilities as a result of processing labor tickets which are not for a specific work order.

Indirect labor tickets are posted transactionally, in a manner similar to the adjustment journal covered earlier in this chapter.

Example Postings for Journals

The account that VISUAL uses is the same account you chose to use when you setup your VISUAL Financial system. You must decide which accounts to use, and where to use them, early in your system implementation.

You can use lower level G/L interface accounts or specify the accounts to use at the Part, Work Order, or Product Code levels.

Use the following transaction templates for each journal type:

Purchase Receipt Journals

1. Use the PO line item expense account, then the Product Code Account table, then part inventory account if the line item expense account is left blank. If the PO line item account, the Product Code Part Inventory or the part inventory accounts are blank, the Default Inventory account in the G/L Interface is used.

   The PO accrual account from the G/L Interface is used for all PO receipts. This account is credited when the A/P Invoice is matched to the Purchase Order Receipt.

   When a Purchase Order line item is linked to job requirement(s) the journal posts the receipt and the WIP journal posts the automatic issue that occurs when the PO is received.

Work Order Journals

2. First attempts to use work order WIP accounts, then the Product Code WIP accounts, and then default WIP accounts from the General Ledger Interface table.
3. First attempts to use the part accounts, then the Product Code table, then default inventory accounts from the General Ledger Interface table.
4. First attempts to use shop resource absorption account, then default absorption accounts from the General Ledger Interface table.

Finished Goods Receipts Journals

5. Use the part accounts, then the Product Code accounts, then default inventory accounts from the General Ledger Interface table.
6. First attempts to use work order WIP accounts, then the Product Code accounts, then default WIP accounts from the Interface table.
7. Manufacturing variance account from the Product Code Interface table, then the General Ledger Account Interface (standard cost only).

Sales (Shipments) Journals

8. First attempts to use line item COGS accounts from the Customer Order Entry, then the Product Code COGS Account, then default COGS accounts from the General Ledger Interface table.

9. First attempts to use the part accounts, then the Product Code Account, then default inventory accounts from the General Ledger interface table.

Inventory Adjustment Journals

10. First attempts to use the part accounts, then the Product Code accounts, then default inventory accounts from the General Ledger.
11. First attempts to use the account specified by the user in the Inventory Transaction, then the default Adjustment Account from the Product Code table, the default Inventory Adjustment Account from the Interface table.

Indirect Labor Journals

12. First attempts to use the account specified by the user in the Labor transaction, then default indirect labor account from the General Ledger Interface table.
13. Uses the Factory Payroll Account from the General Ledger Interface table.

Note that each template attempts to apply a specific account, usually an overridden account entered by the user for the specific order or the Product Code table, and then falls back on the interface account as the default. Thus, the user must setup the interface in the event that an account is not overridden.

In entries that end with (s) in the templates above, signifying more than one account, VISUAL may produce more than one transaction based on the user's specified account numbers. Thus, VISUAL makes every attempt to eliminate duplicate accounts on either side of the transaction.

Note: *If you override one account in the specific category but leave the other accounts blank, VISUAL still defaults in the non-overridden categories to the interface table accounts. If you want to be sure that you always get the result you expect, override all four accounts, even if it is the same account in each category.*

Reporting Invoices Charged Directly to Work Orders

VISUAL offers The Work Order Cost Report as a means of tracking direct charges to the work order from the A/P Invoice by Comparative Totals and Comparative Totals with breakdown. Direct Charges involve Material and Service Burden only.

For each material requirement and operation, the following is shown:

- ❒ Quantity
- ❒ Estimated Cost = Estimated Material + Labor + Burden + Service
- ❒ Actual Cost = Actual Material + Labor + Burden + Service
- ❒ Variance = Estimated - Actual
- ❒ Projected = Projected Material + Labor + Burden + Service

Comparative Totals with Breakdowns include Material, Labor, Burden and Service costs broken out into separate sections before being totaled. Invoices charged directly to the Work Order are also listed separately. Additionally, setup time and run times are split for operations.

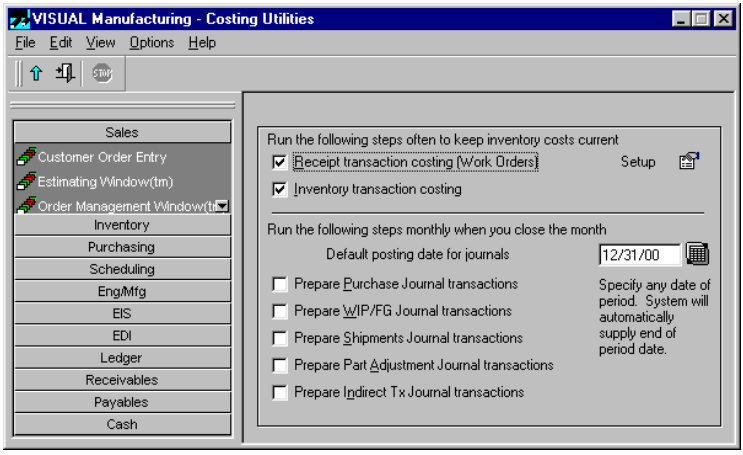
Starting Costing Utilities

The costing utilities are all started from the Costing Utilities window, which you can access from the Ledger menu of VISUAL's main menu. Each of the utilities can be run separately or together. Refer to the appropriate section in this chapter for a description of what each of the utilities is performing.

To access the Costing Utilities window:

Select **Ledger**, **Costing Utilities** from the VISUAL main menu.

The Costing Utilities window appears.



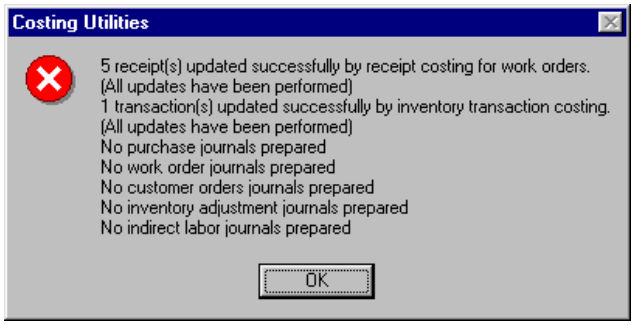
Running Costing Utilities

1. Check the appropriate boxes for the utilities to be run in the Costing Utilities window. Refer to the description of the utilities earlier in this chapter.

2. Select **File**, **Start** from the menu.

   To Stop the process, click the **Stop** button.

   VISUAL runs the Costing Utilities. When the utilities are complete, a dialog box appears, informing you of which journals have been prepared.


Costing Utilities
5 receipt(s) updated successfully by receipt costing for work orders.
(All updates have been performed)
1 transaction(s) updated successfully by inventory transaction costing.
(All updates have been performed)
No purchase journals prepared
No work order journals prepared
No customer orders journals prepared
No inventory adjustment journals prepared
No indirect labor journals prepared
OK

3. Click the **Ok** button to close the information dialog box.

4. After the Costing Utilities have been run, you need to post the results to the General Ledger by using the **File**, **Ledger**, **Post Manufacturing Journals** option from the menu.

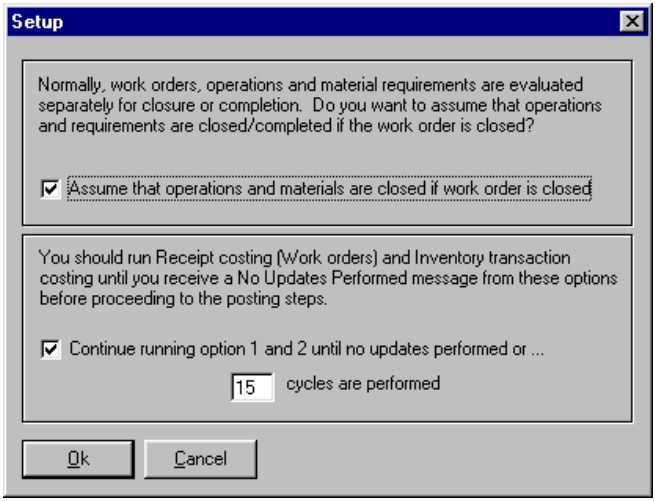
   You can also determine which journals need to be posted using the Accounting Window Close Period function, see the "Infor VISUAL Financials User's Guide" for more information.

Maintaining Setup Options

You can generate costing based on predefined settings using the Setup option. These settings affect all costing.

1. Select **Edit**, **Setup** from the Costing Utilities menu.

   The Setup dialog box appears.


Setup
Normally, work orders, operations and material requirements are evaluated separately for closure or completion. Do you want to assume that operations and requirements are closed/completed if the work order is closed?
Assume that operations and materials are closed if work order is closed
You should run Receipt costing (Work orders) and Inventory transaction costing until you receive a No Updates Performed message from these options before proceeding to the posting steps.
Continue running option 1 and 2 until no updates performed or ...
15
cycles are performed
Ok
Cancel

2. VISUAL allows you to assign two different settings. Enter the following information where applicable.

   Assume that operations and materials are closed if work order is closed - Select this check box to run costing utilities assuming that all operations and materials are closed if the work order is closed.

   Continue running option 1 and 2 until no updates performed or... - Select this check box to continue to run costing utilities until VISUAL confirms the message that no updates were performed.

   Enter the maximum number of times VISUAL is able to run costing utilities until all items run require no updates.

Chapter 11

Post Manufacturing Journal

Post Manufacturing Journal

The Post Manufacturing Journal function allows you to create journals that reflect the costs of the manufacturing process. Costing Utilities integrates the journals to Infor VISUAL Financials. You can view and post the journals to the General Ledger using the Post Manufacturing Journals option available from the Ledger Menu.

Because the Costing Utilities in Infor VISUAL Financials create journals and DO NOT post them to the General Ledger, you should not wait until the end of the month to post the manufacturing journals. You may want to post manufacturing journals on a daily basis, or at a minimum, on a weekly basis, after you run Costing. For more information see Chapter 10.

VISUAL now tracks Multi-Currency translations and the postings of all entries in the predefined tracking currency. For more detail on Multi-Currency, see Chapter 16.

VISUAL creates a separate batch for each journal posted to the General Ledger. The default description VISUAL assigns reads **<The Name of the Journal> — Posted On <Date> — Created by <User ID> by <User ID>**. You can add your own description to override the default description if you want.

VISUAL assigns a three character batch type to each Manufacturing Journal it creates to identify the origin. The batch type code appears on audit journal trail reports and on the G/L Transaction Entry window when you display the posted batch.

The batch types include:

PUR = Purchase Journal - PUR designates the origin as the Purchase Journal.

WIP = Work in Process Journal - WIP designates the origin as the Work in Process Journal.

FG = Finished Goods Journal - FG designates the origin as the Finished Goods Journal.

SLS = Shipments Journal - SLS designates the origin as the Shipments Journal.

ADJ = Inventory Adjustments Journal - ADJ designates the origin as the Inventory Adjustments Journal.

IND = Indirect Labor Journal - IND designates the origin as the Indirect Labor Journal.

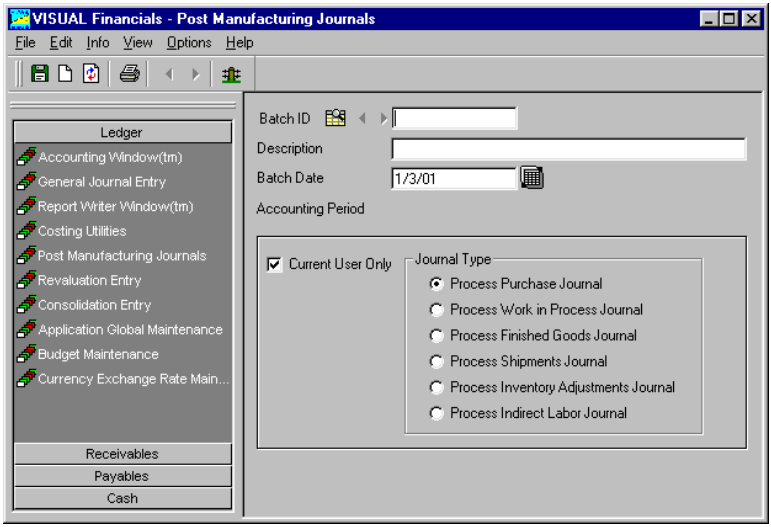
After VISUAL creates the journals, you can view or print them before posting to the General Ledger.

Starting Post Manufacturing Journal

Post Manufacturing Journals are available from the Infor VISUAL Financials Main window.

Select **Ledger**, **Post Manufacturing Journals** from the Infor VISUAL Financials main menu.

The Post Manufacturing Journals window appears.



If you are processing a series of journal types and the window contains data for another journal batch, click the **New** toolbar button to clear the fields.

If you are posting Journals individually, click the **New** toolbar button to advance to the next journal you want to post.

Posting to the Manufacturing Journal

Post Manufacturing Journals to update the General Ledger.

1. Enter a Batch ID for the Manufacturing Journal in the Batch ID field or leave this field blank.

   VISUAL assigns the next available sequential numbered Batch ID when you save.

2. Enter a Description for this journal batch in the Description field.

   If you leave this field blank, VISUAL assigns the description Manufacturing journal created by **User ID** and displays the default description as follows:

   <Journal name> posted on <Date> by <User ID>

   You can enter your own description, that overrides the default.

3. Enter a Batch Date for the Manufacturing Journal Batch in the Batch Date field.

   You can change this date manually or use the **Calendar** button. VISUAL displays the Accounting period that corresponds to the date. The date automatically populates from the accounting period in which the date falls.

4. The Current User Only dialog box is checked by default.

   VISUAL processes only Manufacturing journals created by the current user. If unchecked, all of the applicable journals, regardless of who created them, are processed.

   If you run the Post Manufacturing Journals function by user, run it for all users that are allowed to create Manufacturing journals. If there are multiple users of Costing Utilities, you may want to have only one person responsible for posting. See Chapter 19, “Costing Utilities” for more information.

5. To post all journals to the General Ledger, click the **Post All** toolbar button, or select **File**, **Post All** from the menu. VISUAL automatically posts all journals, and lists the Batch ID, Description, Date, and Accounting Period of the posted batch.

   Note: *Keep in mind that you do not have the option to preview the report when you post all journal entries. If you are posting specific journals, you can preview your report before printing.*

6. To post specific journals, select the appropriate Journal Type radio button.

   This determines the Manufacturing Journals VISUAL processes.

   Process Purchase Journal - Select this option to post Purchase Journals to the General Ledger.

   Process Work in Process Journal - Select this option to post Work in Process Journals to the General Ledger.

   Process Finished Goods Journal - Select this option to post Finished Goods Journals to the General Ledger.

   Process Shipments Journal - Select this option to post Shipments Journals to the General Ledger.

   Process Inventory Adjustments Journal - Select this option to post Inventory Adjustment Journals to the General Ledger.

   Process Indirect Labor Journal - Select this option to post Indirect Labor Journals to the General Ledger.

7. Click the **Save** button to process the Manufacturing journals that you requested.

   A dialog box appears, if you choose to post each individual journal asking if you want to preview the posting to the General Ledger.

   If you choose to post all, VISUAL does not display the preview option.

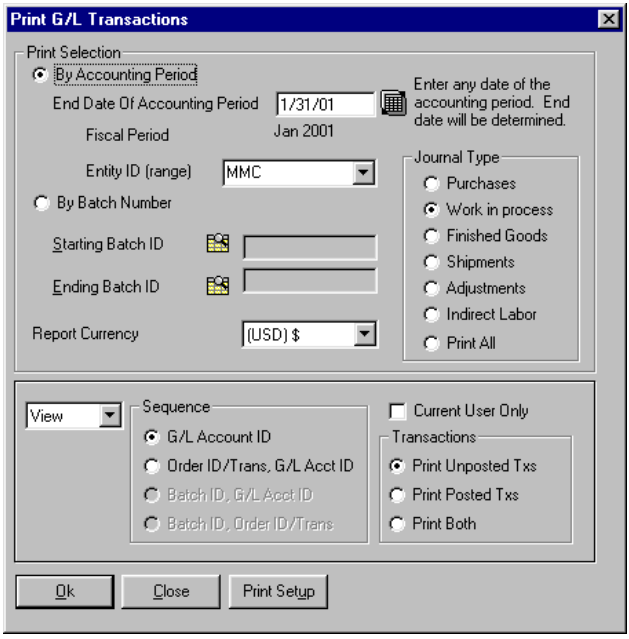
   This dialog box refers to a G/L Transaction Report that shows unposted transactions by G/L Account ID or Batch ID.

   If you choose to post all, you cannot preview the report.

   You can view or print batches at any time using the G/L Transactions Report.

8. Click the **Yes** button to preview the posting report.

   The Print G/L Transactions dialog box appears.



   Printing G/L Transactions allows you to see what will be posted and produces an audit trail.

   You should always view the batch before posting to detect any infractions. The more journals you create, the more important it is to preview the batch before posting.

9. Select one of the two print options in the **Print Selection** group box.

   By Accounting Period - Select this option to print unposted activities by accounting period.

   By Batch Number - Select this option to print activities by batch.

10. If you selected By Accounting Period, enter the following information where applicable.

    End Date of Accounting Period - Enter any date within the accounting period by clicking the **Calendar** button, or enter the date in the appropriate field. The End Date is determined by VISUAL.

    Fiscal Period - VISUAL populates the Fiscal period automatically.

    Entity ID - If necessary, click the down arrow to enter the Entity ID, or enter the Entity ID in the appropriate field.

11. If you selected By Batch Number, enter the following information where applicable.

    Starting / Ending Batch ID - Click the **Browse** button to enter the Starting and Ending Batch IDs in the corresponding fields, or enter the Batch IDs in the appropriate fields.

    To print all posted transactions, leave the Starting and Ending fields blank.

    Report Currency - Enter the Report Currency in the Report Currency field, or select a currency from the list.

12. Select the Journal Type, if necessary.

    Purchase - Select this option to print the report using the Purchase Journal.

    Work in process - Select this option to print the report using the Work in Process Journal.

    Finished Goods - Select this option to print the report using the Finished Goods Journal.

    Shipments - Select this option to print the report using the Shipments Journal.

    Adjustments - Select this option to print the report using the Inventory Adjustments Journal.

    Indirect Labor - Select this option to print the report using the Indirect Labor Journal.

13. Click the down arrow to select the appropriate Output selection.

    Print - Select this option to output the file to a printer.

    View - Select this option to see what the printed output will look like before you print it.

    File - Select this option to save the report to a text file. You can now edit the file outside of VISUAL using any text editor.

    E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

14. Select one of the sequence options in the **Sequence** group box.

    G/L Account ID - Select this option to print the report using the G/L Account ID.

    Order ID/Trans, G/L Acct ID - Select this option to print the report using the Order ID/Trans, G/L Account ID.

    Batch ID, G/L Acct ID - Select this option to print the report using the Batch ID, G/L Account ID.

    Batch ID, Order ID/Trans - Select this option to print the report using the Batch ID, Order ID/Trans.

15. Click the **Current User Only** check box to process only your journals.

    This instructs VISUAL to process only Manufacturing journals created by the current user. If unchecked, all of the applicable journals, regardless of who created them, are processed.

16. Select one of the following transactions from the **Transaction** group box.

    Print Unposted Txs - Select this option to print the report from unposted transactions.

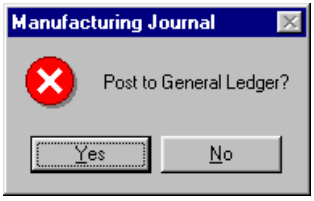
    Print Posted Txs - Select this option to print the report from posted transactions.

    Print Both - Select this option to print the report using both unposted and posted transactions.

17. Click the **Print Setup** button to modify printer options.

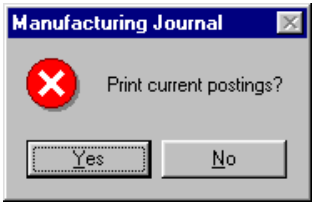
    Click the **OK** button to print. From the Print Preview window, you can view the details of your transactions and print your report.

18. If you click the **Close** button in the G/L Transactions dialog box, the Manufacturing Journal dialog box appears asking if you want to post to the General Ledger.



19. Click the **Yes** button to post the journal batch immediately to the General Ledger.

    A dialog box appears asking if you want to print the current postings.



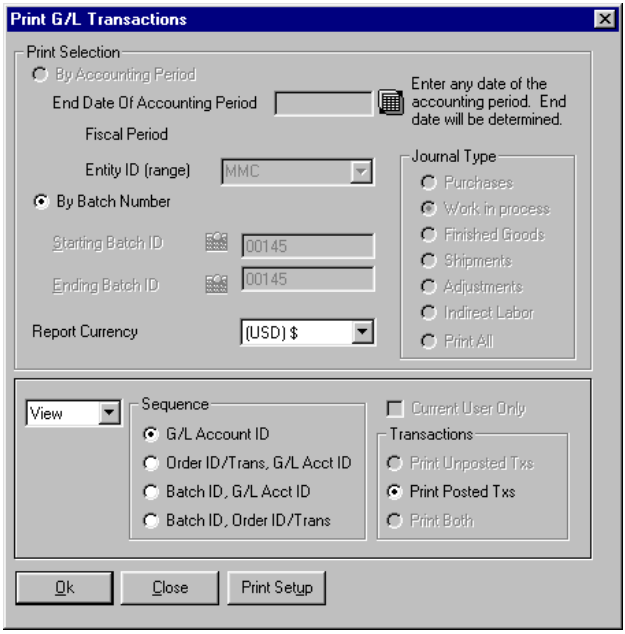
    This report allows you to see what was just posted and acts as an audit trail.

    VISUAL allows you to print an individual batch at any time without printing all of your postings.

20. If you click the **No** button, VISUAL removes the batch and does **not** post it. VISUAL also does not save the Batch ID, therefore resulting in a break in the Batch ID sequence. The next time you start the posting of this journal, VISUAL assigns the next Batch ID in sequence (skipping the deleted Batch ID).

21. Click the **Yes** button to print the current postings, or the **No** button to cancel.

    If you click the **Yes** button, the Print G/L Transaction dialog box appears again.



22. Make the appropriate selections and click the **OK** button.

23. To post another Journal, click the **New** toolbar button and repeat these steps.

Printing G/L Transaction Reports

Infor VISUAL Financials provides a variety of reports that allow you to monitor your financial activity. The reports available from the Post Manufacturing Journal are:

Print G/L Transactions - Print this report to review posted or unposted activity to date.

Print Inventory Balances - Print this report to review inventory balance activity for a specified account period.

Print PO Accruals - Print this report to review inventory activity for a specified accounting period or range of accounting periods.

Print WIP Balances - Print this report to review work in process balances to date.

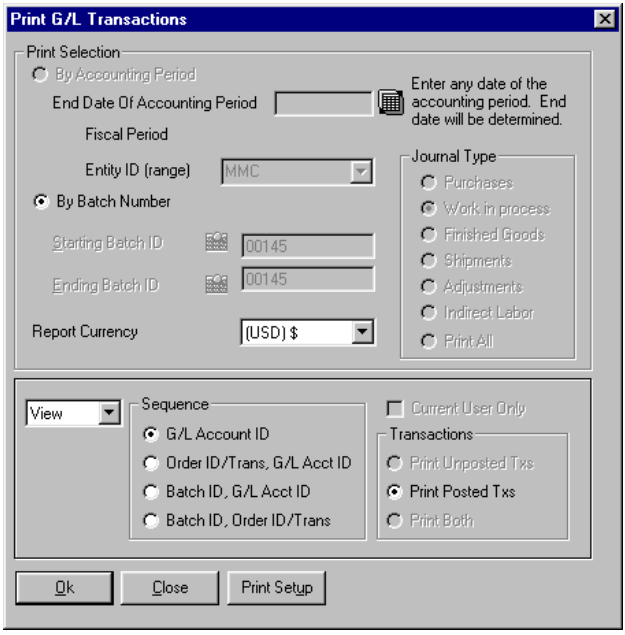
Print WIP Activity - Print this report to review work in process activities to date.

Print Gross Profit - Print this report to review your companies profit or loss for a specified period.

You can output a G/L Transaction Report from the Post Manufacturing Journal window to review posted or unposted activity to date. Refer to Appendix A to see an example of this report.

1. Select **File**, **Print G/L Transactions** from the menu.

   The Print G/L Transaction dialog box appears.



2. Select one of the two print options in the **Print Selection** group box.

   By Accounting Period - Select this option to print unposted activities by accounting period.

   By Batch Number - Select this option to print activities by batch.

3. If you selected By Accounting Period, enter the following information where applicable.

   End Date of Accounting Period - Enter any date within the accounting period by clicking the **Calendar** button, or enter the date in the appropriate field. The End Date is determined by VISUAL.

   Fiscal Period - VISUAL populates the Fiscal period automatically.

   Entity ID - If necessary, click the down arrow to enter the Entity ID, or enter the Entity ID in the appropriate field.

   To select a list, separate the Entity ID with a comma (,). To select a range, separate the Entity ID with a slash (/).

4. If you selected By Batch Number, enter the following information where applicable.

   Starting / Ending Batch ID - Click the **Browse** button to enter the Starting and Ending Batch IDs in the corresponding fields, or enter the Batch IDs in the appropriate fields.

   To print all G/L transactions, leave the Starting and Ending fields blank.

   Report Currency - Enter the Report Currency in the Report Currency field, or select a currencyfrom the list.

5. Select one of the following Journal Types.

   Purchase - Select this option to print the report using the Purchase Journal.

   Work in process - Select this option to print the report using the Work in Process Journal.

   Finished Goods - Select this option to print the report using the Finished Goods Journal.

   Shipments - Select this option to print the report using the Shipments Journal.

   Adjustments - Select this option to print the report using the Inventory Adjustments Journal.

   Indirect Labor - Select this option to print the report using the Indirect Labor Journal.

   Print All - Select this option to print all journals in this batch.

6. Click the down arrow to select the appropriate Output selection.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the report to a text file. You can now edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

7. Select one of the sequence options in the **Sequence** group box.

   G/L Account ID - Select this option to print the report using the G/L Account ID.

   Order ID/Trans, G/L Acct ID - Select this option to print the report using the Order ID/Trans, G/L Account ID.

   If you are printing by Accounting Period, you can print posted and unposted transactions and sequence the report by G/L Account ID or by Control Number and G/L Account ID.

   If you are printing by Batch Number, you can print posted batches only and sequence the report by G/L Account ID, Control Number and G/L Account ID, Batch and G/L Account ID, or Batch and Vendor ID.

8. Click the **Current User Only** check box to print only your journals.

   This instructs VISUAL to print only Manufacturing journals created by the current user. If unchecked, all of the applicable journals, regardless of who created them, are printed.

9. Select one of the following transactions from the **Transaction** group box.

   Print Unposted Txs - Select this option to print the report from unposted transactions. This option is active only when **By Accounting Period** is selected.

   Print Posted Txs - Select this option to print the report from posted transactions.

   Print Both - Select this option to print the report using both unposted and posted transactions. This option is only active when **By Account Period** is selected.

10. Click the **Print Setup** button to modify printer options.

    Click the **OK** button to print. From the Print Preview window, you can view the details of your transactions and print your report.

    Click the **Close** button to exit the dialog box without printing the report.

11. If you select **Print** as the output, a standard Windows Print dialog box appears.

    Make the appropriate selections and click the **OK** button.

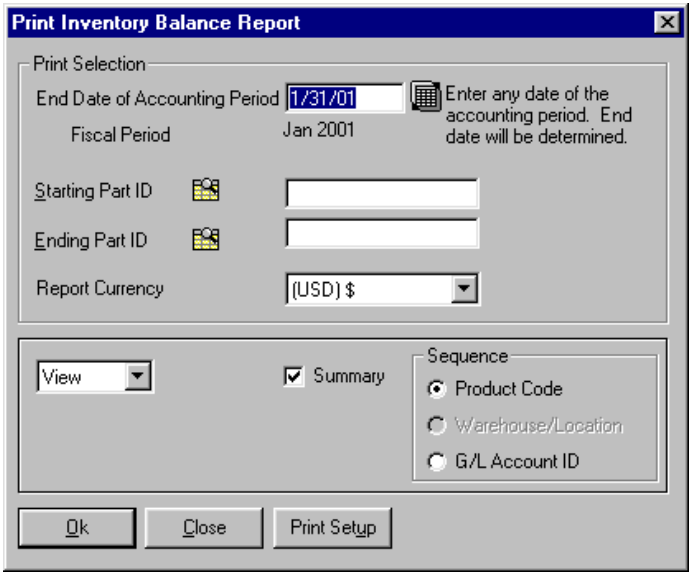
    The G/L Transaction Report prints.

Printing Inventory Balances

You can output an Inventory Balance Report from the Post Manufacturing Journal window. This report allows you to review inventory balance activity for a specified account period.

1. Select **File**, **Print Inventory Balances** from the menu.

   The Print Inventory Balance Report dialog box appears.



2. Click the **Calendar** button beside the End Date of Accounting Period Field to select any date within the accounting period, or enter the date in the field provided.

   VISUAL determines the end date for the accounting period and the Fiscal Period.

3. Enter the following information in the fields provided.

   Starting Part ID - Click the **Browse** button to choose a part ID from the list, or enter the starting Part ID in the field provided.

   Ending Part ID - Click the **Browse** button to select an ending part ID from the list, or enter the ending part ID in the appropriate field.

   To print all Part IDs, leave the Starting and Ending fields blank.

   Report Currency - Click the down arrow to select a report currency from the list.

4. Click the down arrow to select the output type for the report.

Print - Select this option to output the file to a printer.

View - Select this option to see what the printed output will look like before you print it.

File - Select this option to save the Inventory Balance Report to a text file. You can then edit the report outside of VISUAL using any text editor.

E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

5. Click the **Summary** box to select a summary report. To request a detail report, leave the box unchecked.
6. Click the **Sequence** that you want the report to follow, either by Product Code, Warehouse/Location, or G/L Account ID. See Chapter 8, "Part Maintenance" of the *Infor VISUAL Financials User's Guide* for more information on Product Codes and Warehouse/Location.
7. Click the **OK** button to output the information.

   Click the **Close** button to exit the dialog box without printing the report.

   Click the **Print Setup** button to modify printer options.
8. If you selected **Print** as the output, a standard Windows Print dialog box appears.

   Make the appropriate selections and click the **OK** button.

   The Inventory Balance Report prints.

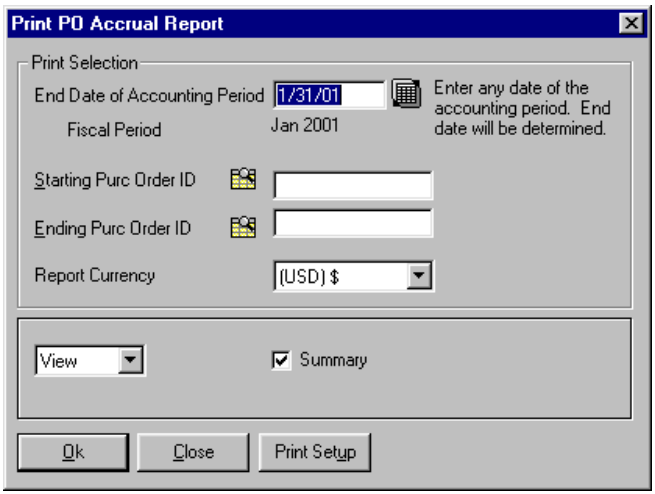
   To view an example of this report, refer to "Reports" in Appendix A.

Printing PO Accrual Reports

You can output a PO Accrual Report from the Post Manufacturing Journal window. This report allows you to review purchase order activity for a specified period.

1. Select **File, Print PO Accruals** from the menu.

   The Print PO Accrual Report dialog box appears.



2. Enter the following information in the **Print Selection** group box.

   End Date of Accounting Period - Click the **Calendar** button to select any date within the accounting period, or enter the date in the field provided.

   VISUAL determines the End date for the accounting period, and the Fiscal Period.

   Starting Purc Order ID - Click the **Browse** button to select a starting purchase order ID, or enter the starting purchase order ID in the field provided.

   Ending Purc Order ID - Click the **Browse** button to select the ending purchase order ID, or enter the ending purchase order ID in the field provided.

   Report Currency - Click the down arrow to select a report currency for the report.

3. Select the output type from the drop down menu.

   You can select one of the following:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output looks like before you print it.

File - Select this option to save the PO Accrual Report to a text file. If you save the report you can then edit the file outside of VISUAL using any text editor.

E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. Select the **Summary** box to print a summary report. Leave the Summary box unchecked to request a detail report.
5. Click the **OK** button to output the information.

   Click the **Close** button to exit the dialog box without printing.

   Click the **Print Setup** button to modify printer options.
6. If you selected Print as the output, a standard Windows Print dialog box appears.

   Make the appropriate selections and click on **OK**.

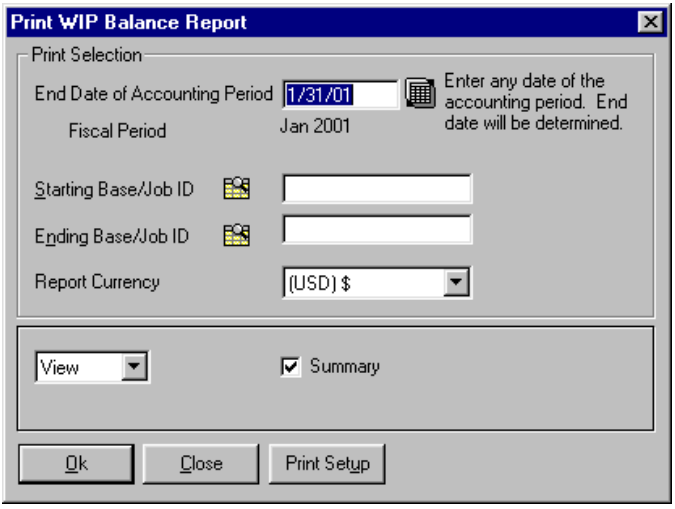
   The PO Accrual Report prints.

Printing WIP Balances Report

You can output Work In Process (WIP) Balance Reports from the Post Manufacturing Journal window to review your Work In Process balances for a specified period.

1. Select **File, Print WIP Balances** from the menu.

   The Print WIP Balance Report dialog box appears.



2. Enter the following information in the **Print Selection** group box.

   End Date of Accounting Period - Click the **Calendar** button to select any date within the accounting period, or enter the date in the field provided.

   VISUAL determines the Fiscal Period.

   Starting and **Ending Base/Job ID** - Click the **Browse** button to select the Starting Base/Job ID and the Ending Base/Job ID, or enter the Base/Job IDs in the appropriate fields.

   To print all Base/Job IDs, leave the Starting and Ending fields blank.

   Report Currency - Click the down arrow and select a currency from the list. Valid selections are system or tracking currencies.

3. Click the down arrow and select one of the following options from the menu.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output looks like before you print it.

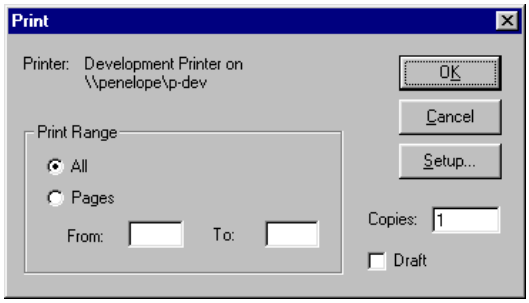
File - Select this option to save the WIP Balances Report to a text file. You can now edit the report outside of VISUAL using any text editor.

E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. Select the **Summary** box to print a summary report. To request a detail report, leave the Summary box unchecked.
5. Click the **OK** button to output the information.

   Click the Close button to exit the dialog box without printing the report.

   Click the Print Setup button to modify printer options.
6. If you selected **Print** as the output, a standard Windows Print dialog box appears.



Make the appropriate selections and click the **OK** button.

The WIP Balance Report prints.

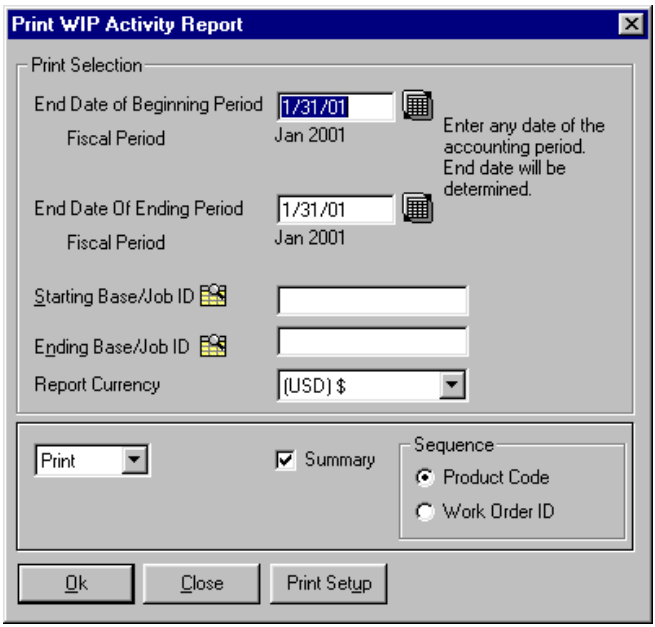
Refer to “Reports” in Appendix A for an example of this report.

Printing WIP Activity Report

You can output Work In Process (WIP) Activity Reports from the Post Manufacturing Journal window. This report allows you to review your work in process activities to date.

1. Select **File, Print WIP Activity** from the menu.

   The Print WIP Activity Report dialog box appears.



2. Enter the following information in the **Print Selection** group box.

   End Date of Beginning Period - Click the **Calendar** button and select any date of the accounting period, or enter a date in the field provided.

   VISUAL determines the ending date and the Fiscal Period.

   End Date of Ending Period - Click the **Calendar** button and select any date of the ending accounting period, or enter an ending date in the field provided.

   VISUAL determines the ending date and the Fiscal Period.

   Starting Base/Job ID - Click the **Browse** button to select any date within the Starting Base/Job ID, or enter the Base/Job ID in the field provided.

   Ending Base/Job ID - Click the **Browse** button to select any date within the Ending Base/Job ID, or enter the Base/Job ID in the field provided.

To print all WIP activity, leave the Starting and Ending Base/Job ID fields blank.

Report Currency - Click the down arrow and select the currency from the list. Valid selections are system or tracking currencies.

3. Click the down arrow to select the output type from the menu.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output looks like before you print it.

   File - Select this option to save the WIP Activity Report to a text file. You are can now edit the report outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. Select the **Summary** box to print a summary report. To request a detail report leave the Summary box unchecked.

5. Select one of the following options in the **Sequence** group box.

   Product Code - Select this option to output the report in order by Product Code.

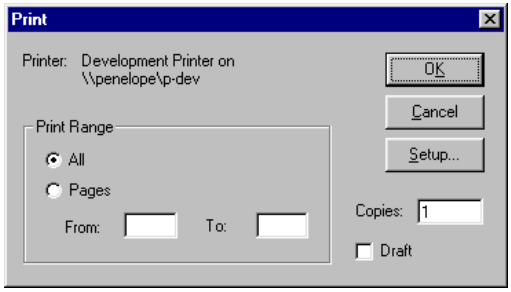
   Work Order ID - Select this option to output the report in order by Work Order ID.

6. Click the **OK** button to output the information.

   Click the **Close** button to exit the dialog box without printing the report.

   Click the **Page Setup** button to modify printer options.

7. If you selected **Print** as the output, a standard Windows Print dialog box appears.



Make the appropriate selections and click the **OK** button.

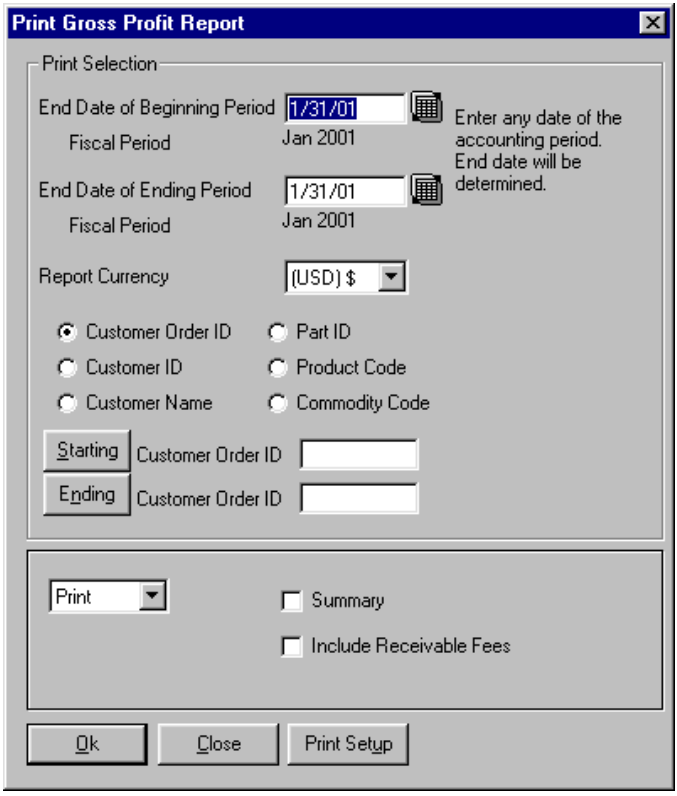
The WIP Activity Report prints.

Printing Gross Profit Reports

You can output a request to print a Gross/Loss Profit Report from the Post Manufacturing Journal window to review the companies Gross Profit/ Loss for a specified period.

1. Select **File, Print Gross Profit** from the menu.

   The Print Gross Profit Report dialog box appears.



2. Enter the following information in the Print Gross Profit Report dialog box.

   End Date of Beginning Period - Click the **Calendar** button and select any date of the beginning accounting period, or enter the date in the field provided.

   VISUAL determines the end date of the beginning accounting period and the Fiscal Period.

   End Date of Ending Period - Click the **Calendar** button and select any date of the ending accounting period, or enter the date in the field provided.

VISUAL determines the end date of the ending accounting period and the Fiscal Period.

Report Currency - Click the down arrow to select a currency from the list. Valid selections are system or tracking currencies.

3. Select one of the following radio buttons to output your report in a specific sequence or order.

   Customer Order ID - Select this option to sort the report by Customer Order ID.

   Customer ID - Select this option to sort the report by Customer ID.

   Customer Name - Select this option to sort the report by Customer Name.

   Part ID - Select this option to sort the report by Part ID.

   Product Code - Select this option to sort the report by Product Code.

   Commodity Code - Select this option to sort the report by Commodity Code.

4. If your choice is by Customer Name, enter the Starting and Ending Customer Name, or select from list.

5. Click the down arrow and select the output type from the menu.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output looks like before you print it.

   File - Select this option to save the Gross Profit Report to a text file. You are then able to edit the report outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

6. Select the **Summary** box to print a summary report. Leave the Summary box unchecked to request a detail report.

7. Select the **Include Receivable Fees** checkbox to include receivable fees in the report.

8. Click the **OK** button to output the information.

   Click the **Close** button to exit the dialog box without printing the report.

   Click the **Print Setup** to modify printer options.

9. If you selected Print as the output, a standard Windows Print dialog box appears.

Make the appropriate selections and click the **OK** button.

The Gross Profit Report prints.

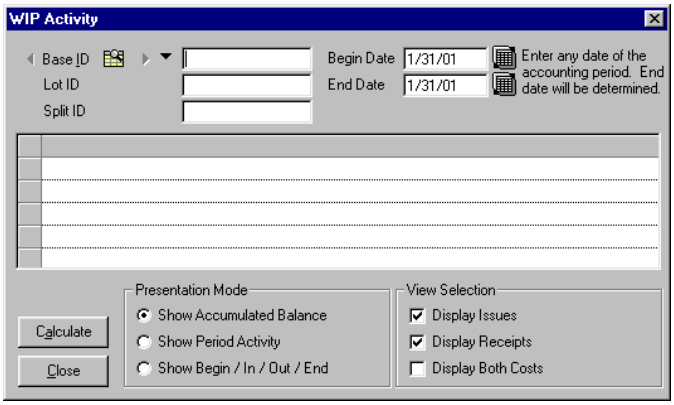
Refer to “Reports” in Appendix A for an example of this report.

Viewing Inventory Activity

You can output Inventory Activity information from the Post Manufacturing Journal window. This feature allows you to review inventory activities for an accounting period or a range of accounting periods.

1. Select **Info**, **Inventory Activity** from the menu.

   The Inventory Activity dialog box appears.



2. Click the **Browse** button and select a Part ID from the list, or enter the Part ID in the field provided.

   VISUAL populates the associated fields.

3. Click the **Calendar** button beside the Begin Date field and select any date of the beginning accounting period, or enter the begin date in the field provided.

   VISUAL determines the end date.

   To view all inventory activity, leave the Begin Date and End Date fields blank.

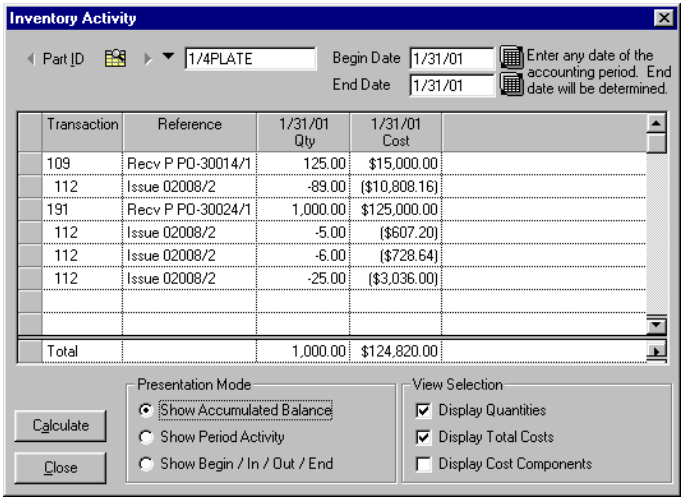
4. Click the **Calendar** button beside the End Date field and select any date in the ending accounting period, or enter the end date in the field provided.

   VISUAL determines the end date.

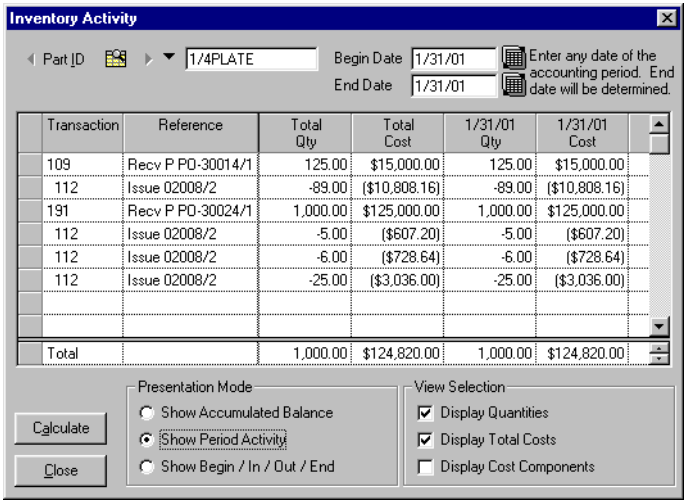
   To view all Inventory activity, leave the Begin Date and End Date fields blank.

5. Select one of the following options in the **Presentation Mode** group box. The image below each option indicates how the Part ID is affected by the selection. The information in these images do not take effect until you click the **Calculate** button.

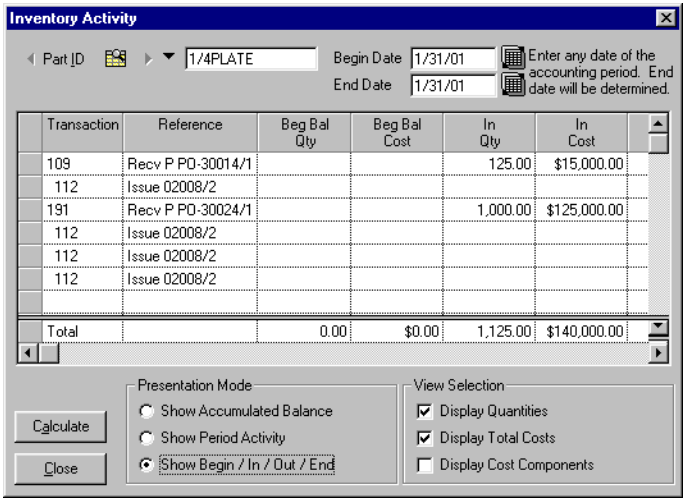
Show Accumulated Balance - VISUAL accumulates and displays the balance for the selected Part ID in the time frame by Transaction and by Transaction Reference.



Show Period Activity - VISUAL displays the period activity for the time frame and Part ID by Transaction and by Transaction Reference.



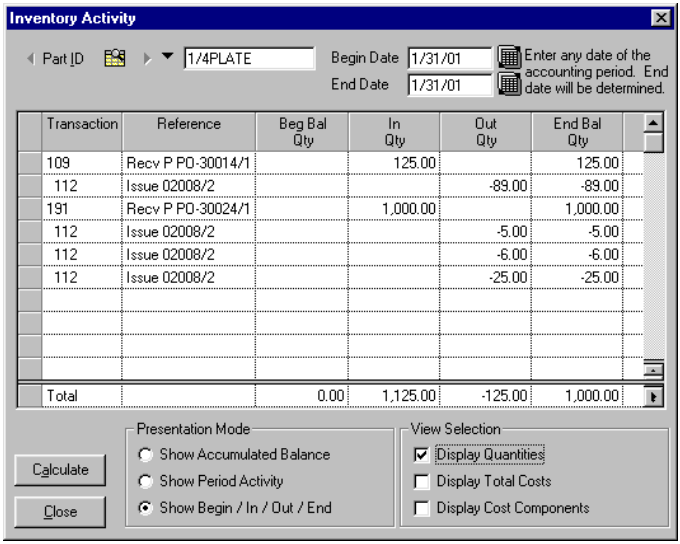
Show Begin / In / Out / End - VISUAL displays the Beginning and Ending Part ID balances by Transaction and by Transaction Reference. The "In" and "Out" balances are depicted by the View choice.



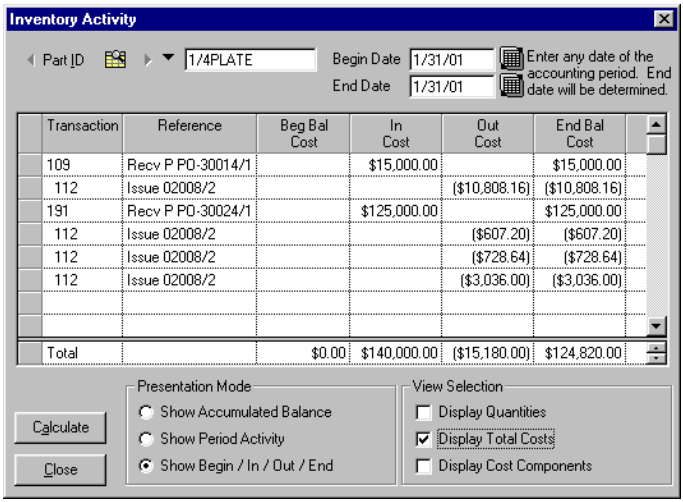
6. Select the options you want to view from the **View Selection** group box.

   You can combine Display Quantities with Display Total Costs. Another combination may include Display Cost Components with Display Quantities or any single display.

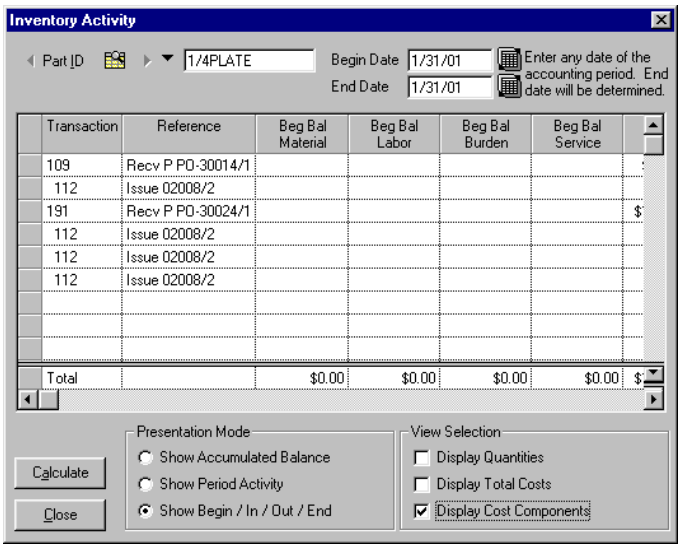
   Display Quantities - VISUAL displays the Totals Quantities for the criteria you have entered.



Display Total Costs - VISUAL calculates and displays the Totals Costs for the criteria you selected.



Display Cost Components - Totals Cost Components of Quantities for Materials, Labor, Burden, and Services.



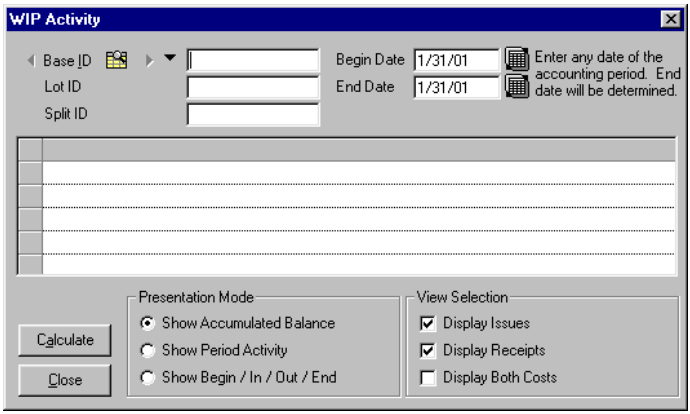
7. Click the **Calculate** button to calculate the activity.
8. Click the **Close** button when you are finished to return to the Post Manufacturing Journals window.

Viewing WIP Activity

You can output Work In Process (WIP) Activity information from the Post Manufacturing Journal window to review your work in process activities to date.

1. Select **Info**, **WIP Activity** from the menu.

   The WIP Activity dialog box appears.



2. Click the **Browse** button beside the Base ID field to select a Base ID, or enter the Base ID in the field provided.

   VISUAL populates the Lot ID and Split ID fields.

3. Click the **Calendar** button beside the Begin Date field and select any date within the beginning accounting period, or enter the date in the field provided.

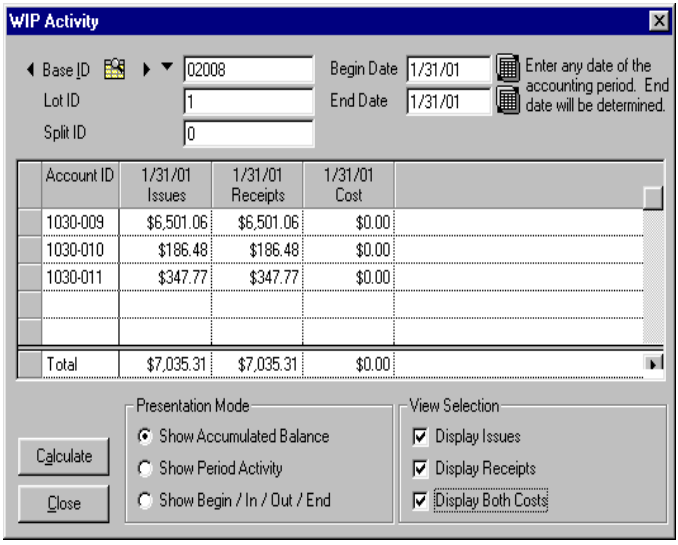
   VISUAL determines the end date.

   You can view all WIP activity, by leaving the Begin Date and End Date fields blank.

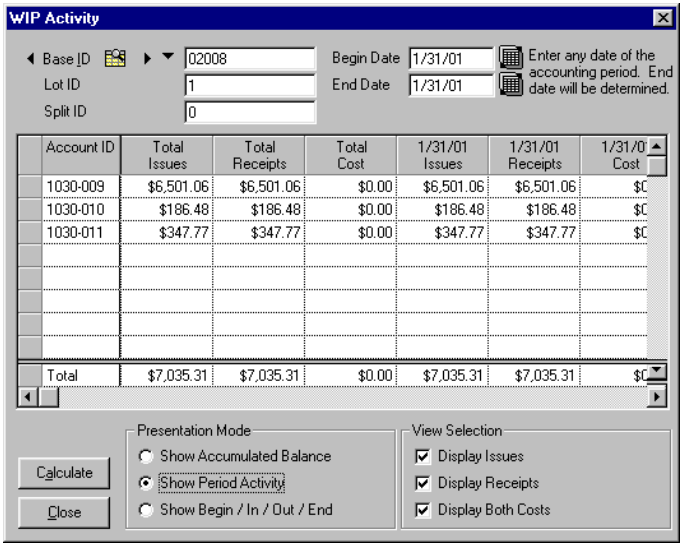
4. Click the **Calendar** button beside the End Date field and enter any date within the ending accounting period, or enter the date in the field provided.

5. Select one of the following options in the **Presentation Mode** group box. The image below each option indicates how the Part ID is affected by the selection. The information in these images do not take effect until you click the **Calculate** button.

Show Accumulated Balance - VISUAL accumulates and displays the balance for the selected Base ID in the time frame by Account ID.



Show Period Activity - VISUAL displays the period activity for the time frame and Base ID by Account ID.

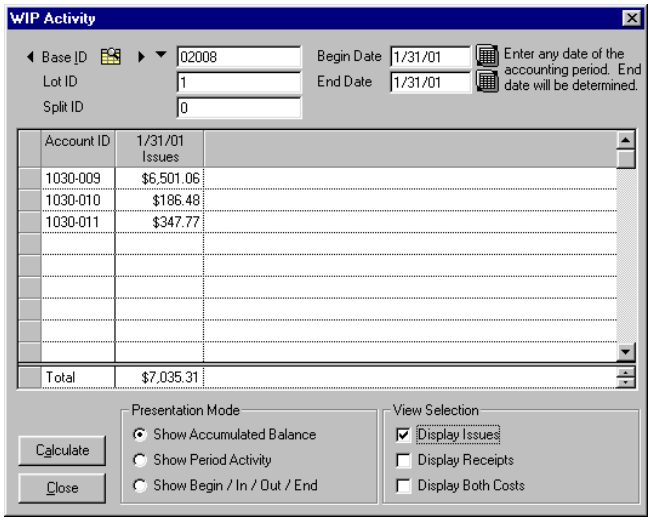


Show Begin / In / Out / End - VISUAL displays the Beginning and Ending Base ID balances by Beginning and Ending Balance Costs as well as Activity Issues and Receipts.

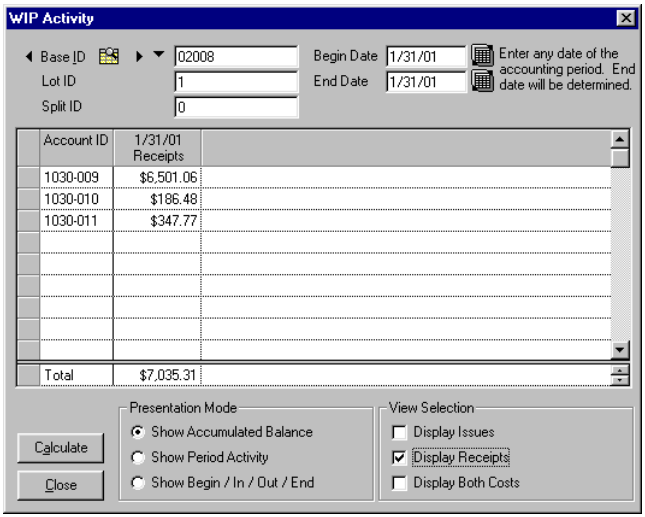
6. Select any options that apply in the **View Selection** group box.

You can combine Display Issues with Display Receipts. Another combination may include Display Both Costs with Display Issues or any single display.

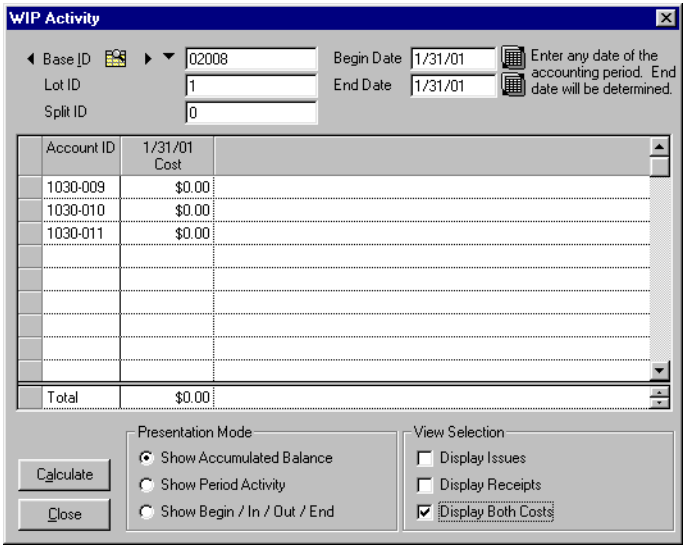
Display Issues - VISUAL displays the Total Issues for the criteria you have entered.



Display Receipts - VISUAL calculates and displays the Totals Receipts for the criteria you selected.



Display Both Costs - Totals Cost Components of Issues and Receipts. This option is not available when the Show Begin/In/Out/End option is selected.



7. Click the **Calculate** button to calculate the activity request(s).
8. Click the **Close** button when you finish your review.

Chapter 12

Revaluation

Revaluation

VISUAL incorporates all of the functionality needed to conform to reporting agency regulations. All countries require foreign currency trial balances to be revalued to the organizations reporting currency.

Amounts denominated in currencies outside a nation's normal currency fluctuate daily. Account revaluation is the process of assessing and resetting currency balances to reflect a company's true currency exposure. Any multi-distributed organization that crosses country boundaries must perform Revaluation.

The main revaluation sequence is to revalue monetary asset accounts and most liability accounts to the currency spot rate (rate as of a given day).

Currency revaluation, in relation to subsidiary accounts in accounts receivable and accounts payable, only affect accounts with an open balance. Revaluation never affects transactions that have been settled in full. Transactions always hold their original exchange rates at the time of posting. Revaluation adjusts the equivalent balance of non-local transactions to the local (and/or functional) currency based on spot rates while the transaction remains open. When payments are received the rate in effect on the receipt date is compared to the original rate for determination of currency exchange gains and losses. After invoices are fully paid, currency balances could remain as a result of periodic revaluation. VISUAL compares all zero value transactions and properly adjust out any remaining currency values during the revaluation process.

Exchange Gains & Losses

Gains and losses resulting from movements and exchange rates over time can be segregated. VISUAL allows realized and unrealized gains and losses to be captured in separate accounts. This way, companies are able to ascertain the effects of currency gains and losses in actuality from those resulting from reporting requirements. This is achieved, in one of two ways, either through Currency Maintenance (primary override by Currency ID) or through the General Ledger Account Interface table.

All realized gains and losses result from the application of payment/receipt transactions relieving open invoices. All unrealized gains and loses result from the re-measurement reporting currency held in the General Ledger.

The realized exchange gain/loss account holds the effects of the differences in the exchange rate from the date of the invoice to the date of the payment/receipt. Unrealized gains and losses result from movements in exchange rates from month to month for reporting general ledger affects and ultimately wash through the exchange gain/loss account(s). This treatment is required by Generally Accepted Accounting Principles (GAAP).

Unrealized gains and losses result from the general ledger effects applied to measurement of non-local currency transactions or values to the local currency general ledger and/or the re-measurement of the local currency financial statements to the functional reporting currency of the organizational reporting unit.

Determining Revaluation

A combination of the account balance and the unapplied transactions determine if revaluation is necessary. Listed below are items that require revaluation to properly adjust a company's books to the proper local and reporting currency values.

- ❒ Revalue A/R and A/P transactions denominated outside a customer/vendors normal currency balance to properly set the normal customer/vendors account currency balance.
- ❒ Customer/vendor and bank balances denominated in a currency outside the local country currency.
- ❒ Reporting currency for consolidation purposes in other than the local country currency.

Note: *Euro participating countries are required to compare all transactions to the Euro value prior to converting to their existing local currency (triangulation). Infor VISUAL Financials holds the Euro balance as dominant where the existing system currency is a Euro participant. In these instances all balances in effect are measured against the Euro as opposed to the legacy country currency.*

Revaluation Methods

Accounting regulations (FASB 52 and IAS 21) require two different set of rules for revaluation. Some currency exchange rate gains and losses affect income statements of an enterprise. These adjustments occur when current monetary assets and liabilities are adjusted to the local currency or a company's functional reporting currency. Other currency exchange rate gains and losses affect the shareholders equity section of an enterprise's balance sheet. These types of revaluations occur when an organization is translating a foreign operations financial statements into an organizations "Reporting" currency.

The translation process embodied in FASB-52 and IAS 21 includes the following steps:

1. Re-measure all foreign transactions (open items) to the local currency.
2. Re-measure all foreign currency account balances to the local currency.
3. Re-measure all local currency balances to the functional reporting currency if applicable.

Note: *VISUAL handles automatic revaluation to the functional reporting currency as in step 3 through the use of the tracking currency option. The automatic revaluation option sets the Currency Maintenance within and causes ALL transactions within the database to be recorded in the local as well as the functional reporting currency on the transaction or system date. Historically, accounting regulations recommend all income statement accounts (other than depreciation) be revalued at the average exchange rate at the end of each reporting period. This is because prior to current technology, it was impractical to capture all exchange rate values at the time of the transaction. Thus VISUAL has made what was once impractical reality. In VISUAL it is not necessary to revalue income and expense accounts but you still have the option to do so. If you want you can use the average rate.*

This requires each entity (company) to be tracked in its own currency. Each subsidiary's financial statements are then translated to the reporting companies (system) currency (see step 5 in the following example).

Revaluation Sequence Examples

Below are examples of revaluation where transactions exist outside of the local currency and/or the customer/vendor currency balances.

Transactions denominated in Account Currency (Customer/Vendor)

1. On October 1, 1997, Majestic Manufacturing Company, a US based company, sold on-account inventory parts for 100 francs to the French Company located in Paris, France.

   The exchange rate on that day was 1.35 francs to the dollar.

   Entry:

	US Dollar	Francs
A/R (French)	74.07 DR	100 DR
Sales	74.07 CR	100 CR

2. On October 31, 1997, the exchange rate increased to 1.37 francs to the dollar.

   Entry:

Gain/Loss	1.08 DR	(No entry)
A/R (French)	1.08 CR	(No entry)

3. On November 5, 1998, Majestic Manufacturing received a payment of 100 francs. The exchange rate on that day was 1.33.

   Entry:

Cash	75.19 DR	100 DR
A/R (French)	74.07 CR	100 CR
Gain/Loss	1.12 CR	

4. The customer has entirely relieved their obligation by paying the French franc amount of 100 FF. However, a US balance still exists in the Customers account. This balance merely reflects currency movement over a period of time. In this case, it is necessary to write off the remaining US dollar balance of (2.20).

   Entry:

	US Dollar	Francs
A/R (French)	1.08 DR	0 (No Entry)
Gain/Loss	1.08 CR	0 (No Entry)

This scenario holds true for vendor as well as customer accounts. A movement in exchange rates daily affect accounts of this nature, even though it is adjusted on a monthly basis for financial statement purposes.

Transactions denominated in a Currency other than the Account (Customer or Vendor)

Transactions that are outside the "normal subsidiaries account currency" causes the need to revalue the account (Customer or Vendor) based on the movement of the exchange rate for those transactions. Transactions denominated outside the normal account currency change their value from month to month in account currency and thus need to be revalued to properly reflect that change. If the account currency changes, you will need to adjust all other "tracking" currency values. In that the transaction currency is the lowest level value held in the system, it derives all other values above it from revaluation.

Examine the following scenario:

1. On October 1, 1997, Majestic Manufacturing, a US based company sold, on-account, inventory parts to the French Company located in Paris, France for 100 German Marks. The customer account is denominated in Francs.

   The exchange rate on that day was 1.35 Francs and 1.76 DM to the dollar. Revert to system currency to derive the account currency.

Entry:	US Dollar	French Franc	German Mark
A/R	56.82 DR	76.70 DR	100.00 DR
Sales	56.82 CR	76.70 CR	100.00 CR

2. On October 31, 1997, the exchange rate increased to 1.37 Francs and 1.72 DM to the dollar. Revert to system currency to derive the account currency.

Entry:	US Dollar	French Franc	German Mark
A/R	1.32 DR	2.95 DR	(No Entry)
Gain/Loss	1.32 CR	2.95 CR	(No Entry)

3. On November 5, 1998, Majestic Manufacturing received payment of 100 DM. The exchange rate was 1.33 Francs and 1.69 DM respectively on that day. Revert to system currency to derive the account currency.

   Entry:

Cash	59.17 DR	78.70 DR	100 DR
A/R	56.82 CR	76.70 CR	100 CR
Gain/Loss	2.35 CR	2.00 CR	

4. The customer has entirely relieved their obligation by paying the German DM amount of 100 dollars. However, US Dollar (system) and French Franc (Customer/Account) currency balances still exist as well as a Customer account balance. This balance merely reflects currency movement over a period of time. It is necessary to write off the remaining US dollar and French Franc balances.

   Entry:

   A/R 1.32 DR 2.95 DR (No Entry)

   Gain/Loss 1.32 CR 2.95 CR (No Entry)

The entry needs to write-off remaining currency balances.

Using "T" accounts, you can determine the necessary revaluation. After step 3, the account in this case does not have any open (unapplied) transactions and should be at zero for **all** currencies. When you sum the balances, you can see that this is not the case.

You need to write-off the exchange difference because there are no open transactions to revalue and there is a credit balance remaining in the receivable subsidiary account. Entry 4 provides the write-off and displays the remaining balance in the exchange gain or loss account. Note that the exchange account needs to hold multiple currency balances.

Revaluation Requirements

In order to perform revaluation, you must first establish the accounts within the General Ledger that are subject to revaluation. This usually consists of monetary assets and most liability accounts. You can revalue most income statement accounts although this should not be necessary.

VISUAL provides for account identification on the General Ledger. Set each account subject to revaluation by turning on the revalue flag for each account in the Accounting window.

Within revaluation, you have the ability to determine which accounts to be included in a revaluation by following this option:

ALL Accounts (All accounts marked as revalue in the Accounting window)

Specific Account(s)

Account Groups

VISUAL always converts balance sheet accounts, subject to revaluation, at the spot rate. Income statement accounts are converted at the average rate for the reporting period.

Re-measurement of Remaining Assets, Liabilities, and Stockholder's Equity

VISUAL re-measures all other assets, liabilities, and shareholder equity accounts based on the money price exchanges, as follows:

- ❒ VISUAL re-measures the accounts based on past purchase exchanges (historical or acquisition cost) at historical exchange rates.
- ❒ VISUAL re-measures accounts based on current purchase, current sale, and future exchanges at the current exchange rate.
- ❒ VISUAL re-measures revenue and expense transactions at the average exchange rate for the period, except those expenses related to assets and liabilities, which are re-measured at historical exchange rates. For example, VISUAL re-measures depreciation and amortization at historical exchange rates, the rate that existed at the time the underlying related asset was acquired.

The following is a list of assets, liabilities, and stockholders' equity items and their corresponding re-measurement rates under FAS-52:

Re-measurement Rates

	Current	Historical
Cash (in almost all forms)	X	
Marketable securities—at cost		X
Marketable securities—at market	X	
Accounts and notes receivable	X	
Allowance for receivables		X
Inventories (FG) - at cost		X
Inventories (FG) - at market, net realizable value, selling price	X	
Inventories—under fixed contract price	X	
Prepaid expenses		X
Refundable deposits	X	
Advances to subsidiaries	X	
Fixed assets		X
Accumulated depreciation		X
Cash surrender value—life insurance	X	
Intangible assets (all)		X
Accounts and notes payable	X	
Accrued expenses	X	
Accrued losses on firm commitments	X	
Taxes payable	X	
All long-term liabilities	X	
Unamortized premium or discounts on long-term liabilities	X	
Obligations under warranties	X	
Deferred income		X
Capital stock		X
Retained earnings		X
Minority interests		X

VISUAL re-measures revenue and expenses not related to any balance sheet items at the average currency exchange rate for the period. The average may be based on a daily, weekly, monthly, or quarterly basis or on the weighted-average rate for the period, which may result in a more meaningful conversion. Revenue and expense items that are related to a balance sheet account, such as deferred income, depreciation, and beginning and ending inventories, are re-measured at the same exchange rate as the related balance sheet item.

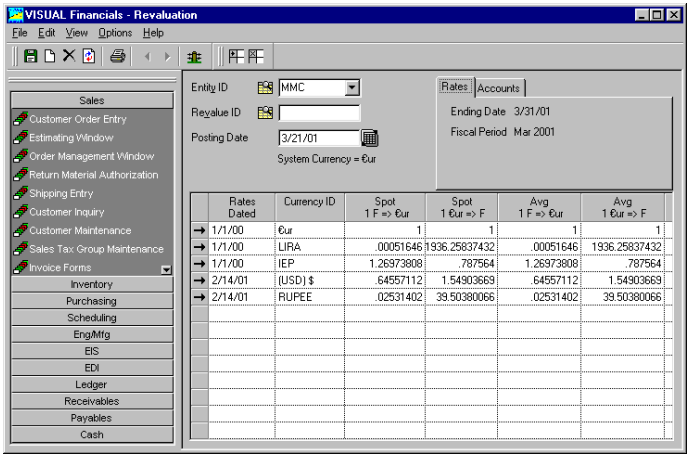
Automatic Numbering

Use the Automatic Numbering function to generate the Revalue ID. This can significantly reduce keystrokes and possible errors. Although it is not required, you should take advantage of this feature. You would normally setup Automatic Numbering during implementation; however, you may activate it at any time.

If you want to modify your numbering scheme AFTER you have entered data into the database, you may do so here; however, you cannot use duplicate numbers. If you try to assign a duplicate number, VISUAL generates a warning message and asks you to supply a different number.

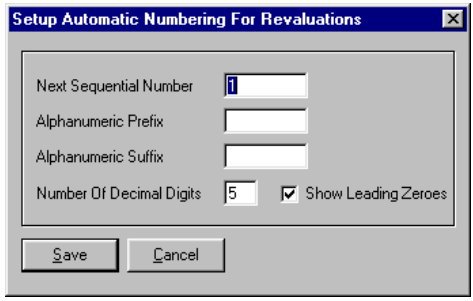
1. Select **Ledger**, **Revaluation** from the VISUAL main menu.

   The Account Revaluation window appears.



2. Select **Edit**, **Automatic Numbering for Revaluation** from the menu.

   The Setup Automatic Numbering for Revaluations dialog box appears.



3. Enter the following information in the dialog box.

   Next Sequential Number - Enter the next sequential number that you want to use for the numeric portion of the Revaluation ID.

   This number may be up to seven digits in length.

   Alphanumeric Prefix - Assign any alphanumeric prefix. This field is case sensitive; you should use capitals for all letters.

   Alphanumeric Suffix - Assign any alphanumeric suffix. This field is case sensitive; you should use capitals for all letters.

   Number of Decimal Digits - Enter the total number of digits.

   VISUAL uses this number to generate the proper number of leading zeros, if you select that option.

   Show Leading Zeroes - If you want leading zeros to be included in a number, select the **Show Leading Zeros** check box.

   This keeps all IDs the same number of characters in length.

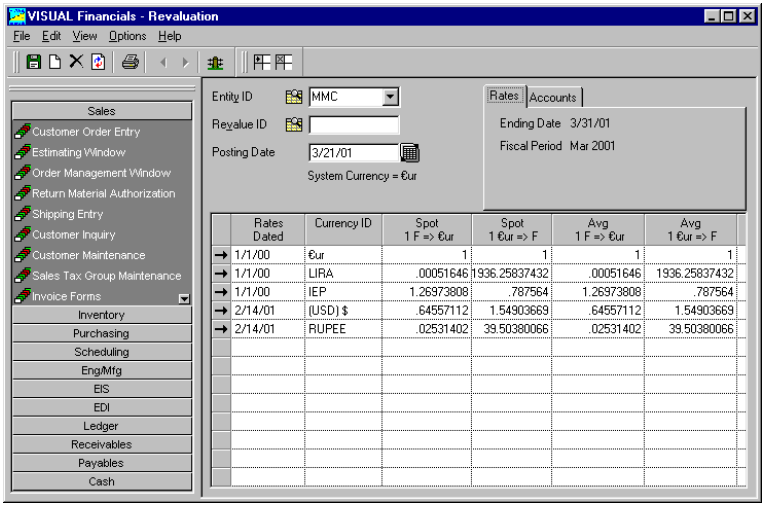
4. Click the **Save** button to save the changes, or the **Cancel** button to close the dialog box without saving the changes.

Starting Currency Revaluation

Use the Currency Revaluation feature of Infor VISUAL Financials to activate the automatic process of assessing and resetting currency balances. Amounts denominated in currencies outside of a nations normal currency fluctuate daily. Use this feature to reflect your company's true purchasing power; money you hold, debts to pay, or amounts owed to you.

Select **Ledger, Revaluation** from the VISUAL main menu.

The Account Revaluation window appears.



Setting Up Currency Revaluation

Use VISUAL's Account Revaluation tool to "revalue" general ledger currency companies to your local and organizational reporting currency values. Revalue all open balance subsidiary accounts to reflect the exchange rate change as of a given day (spot rate), or at the average rate.

1. From the Account Revaluation window, click the down arrow beside the Entity ID field to select an entity ID from the list if you are using Multi-currency.

2. Click the **Browse** button beside the Revalue ID field to select a revalue ID from the table, or enter the revalue ID in the field provided.

   Assign a Revalue ID to track revaluation requests.

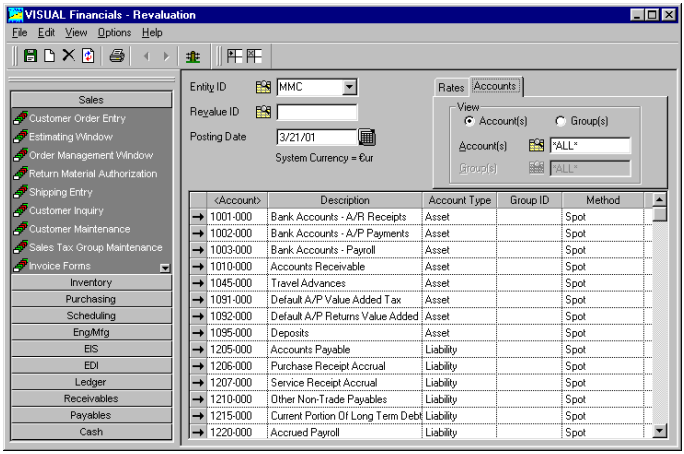
3. Click the **Calendar** button beside the Posting Date field to select a posting date, or enter the date in the field provided.

   The period **must** be open or "A" (Active). If your posting date is not open, you must open it within Application Global.

   VISUAL populates the End Date of the accounting period, along with the month and year of the Fiscal Period in the Rates tab.

4. Click the **Accounts** tab.

   When the Account information appears, the table in the Revaluation window changes to display the list of accounts. The contents in the table returns to the currency rate details when you select the Rates tab.



5. Select one of the following radio buttons:

   Account(s) - Select this option to revalue accounts.

   Group(s) - Select this option to revalue groups.

6. If you chose to revalue Accounts, click the **Browse** button beside the Account(s) field to select the account(s) from the list, or enter the account(s) in the field provided.
7. If you chose to revalue Groups, click the **Browse** button beside the Group(s) field to select the group(s) from the list, or enter the group(s) in the field provided.

   VISUAL populates the table with the Account, Description, Account Type, Group ID and Method for the specified Account(s) or Group(s).
8. Click the **Insert Row** toolbar button to insert a row and add a detail line.

   A new row appears in the table. VISUAL automatically assigns the row a line number.
9. Double-click the **Account** column header to choose an account from the table, or enter the G/L Account in the field provided.

   The G/L Account Description and Account Type populates automatically.
10. Enter the Group ID in the Group ID field.
11. Enter the Method in the Method field. The method refers to Spot Exchange Rate or Average Exchange Rate.

    Spot Rate refers to the exchange rate in effect for a certain currency at a specific point in time. Accounts identified as monetary assets and liabilities are revalued to the spot rate.

    The Average Exchange Rate (Avg) for a currency can range from the average of the rates in effect on the first and last day of the revaluation period to the weighted average rate from all the exchange rate movements during the revaluation period.
12. Click the **Delete Row** toolbar button to delete an unwanted line.

    VISUAL deletes all information pertaining to the delete request. Be careful when using the delete feature. You can **not** recover information.
13. Click the **Save** toolbar button to save the revalue information.

Deleting Account Revaluation Requests

Caution

*You can delete Account Revaluation requests that you do not need. Keep in mind that you **completely** remove the request from the database. If the request has been activated, you **cannot** delete it.*

1. Call the Account Revaluation request that you want to delete into the Account Revaluation window.
2. Click the **Delete** toolbar button.

   VISUAL warns you with a dialog box, informing you that it will permanently remove the Account Revaluation information, if you continue.
3. Click the **Yes** button to permanently remove the request, or **No** to leave the request in the VISUAL database.

Posting Distributions

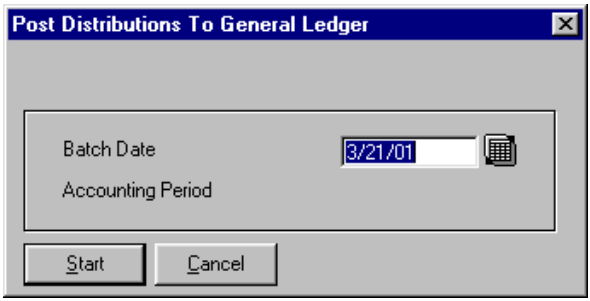
After you have verified that your account revaluation entries are correct, you need to post them to the General Ledger. You can also use this option to preview revaluation results prior to posting. Alternatively, you can use the **Print G/L Transactions** option from the File menu.

Note: *When determining the proper amount of the adjustment, if any, VISUAL considers unposted revaluation entries for all revaluation runs.*

To post to the General Ledger:

1. Select **File**, **Post Account Revaluations to G/L** from the Account Revaluation menu.

   The Post Distributions to the General Ledger dialog box appears.



2. Click the **Calendar** button beside the Batch Date field to enter a batch date, or enter the batch date in the field provided.

   VISUAL defaults to the current system date.

   VISUAL automatically displays the Accounting Period when you tab out of the Batch Date field.

3. Click the **Start** button to begin the posting process.

   VISUAL checks for duplicate accounts, revalues using the accounts you selected, and logs the progress; i.e. 17 of 46.

   VISUAL then lists the batches it processes. If VISUAL detects any errors during the posting, a message appears.

   You can return to the Account Revaluation window and resolve the problem. If the posting is successful, another dialog box appears, asking if you want to Preview Postings (batches) to the General Ledger?

   This is an excellent tool to verify the transactions **before** actually posting to the General Ledger.

   If you select **Yes**, the Print G/L Transactions dialog box appears.

4. If you select **No**, VISUAL continues to the Account Revaluation Post to General Ledger dialog box.

5. Select **Yes** to Post the revalued transactions to the General Ledger or **No** to cancel.

   If you select **Yes**, VISUAL then posts the revalued transactions and then asks if you want to print a list of the current postings. The Print Current Postings dialog box appears.

   Click **Yes** to print the list or **No** to continue without printing the list.

   If you select **Yes**, VISUAL displays the Print G/L Transaction dialog box to make your selections.

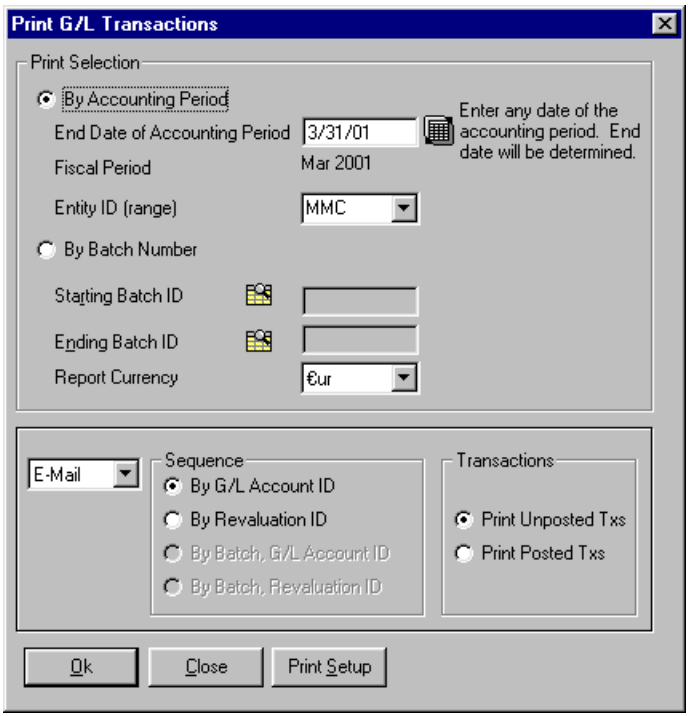
   If you select **No**, to Post the revalued transactions to the General Ledger, VISUAL informs you that the G/L transactions have not been posted or saved.

Printing G/L Transactions

The G/L Transaction report is available from the File menu of the Account Revaluation window. The report appears by entity for a given range of Batch IDs. You have the option of printing posted or unposted transactions. This allows you to print unposted transactions and review them before actually posting them to the General Ledger. You can also choose to print the reports in System, Euro, or any Tracking currency. The default is the base (System) reporting Entity ID.

1. Select **File**, **Print G/L Transactions** from the menu.

   The Print G/L Transactions dialog box appears.



2. Select the appropriate **Print Selection** radio button.

   You can print by Accounting Period or by Batch Number.

3. If you are printing by Accounting Period, enter the following information.

   End of Date of Accounting Period - Click the **Calendar** button to select any date within the accounting period you want, or enter the date in the field provided.

   VISUAL determines the end date of the accounting period.

Fiscal Period - VISUAL populates the Fiscal Period with the month and year when you tab out of the End of Date of Accounting Period field.

Entity ID (range) - Click the down arrow to select an Entity ID from the list, or enter the Entity ID in the field provided.

4. If you are printing by Batch Number, enter the following information.

   Starting Batch ID - Click the **Browse** button to select the starting batch ID from the list, or enter the batch ID in the field provided.

   To print all posted transactions, leave the Starting and Ending Batch IDs fields blank.

   Ending Batch ID - Click the **Browse** button to select the ending batch ID from the list, or enter the batch ID in the field provided.

   To print all posted transactions, leave the Starting and Ending Batch IDs fields blank.

5. Click the down arrow beside the Report Currency field to select a report currency ID from the list.

6. Click the down arrow to select one of the following output types from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

7. Select one of the following options in the **Report Sequence** group box.

   By G/L Account ID - Select this option to sort transactions by G/L accounts.

   By Bank Account ID, Adj ID - Select this option to sort transactions by Bank Account ID, then by adjustment ID.

   By Batch, G/L Account ID - Select this option to sort transactions by batch ID, then by G/L Account ID. This option is only available when you select the By Batch Number radio button.

   By Batch, Bank Account ID - Select this option to sort transactions by batch ID, then by Bank Account ID. This option is only available when you select the By Batch Number radio button.

8. Select the transaction to print.

   You can select to print posted or unposted transactions.

   When printing by Batch Number, you can print posted transactions.

9. Click the **Print Setup** button to modify printer options.

10. Click the **OK** button to output the information.

    If you select **Print** as the output, a standard Windows Print dialog box appears.

11. Make the appropriate selections then click the **OK** button.

    The G/L Transaction Report prints.

Chapter 13

Consolidation

Consolidation

Consolidation is the process of combining financial information to produce financial statement reports. The consolidation process in VISUAL involves two areas: Multi-currency and the ability to support possible dissimilar Chart of Accounts (COA) structure between the subsidiary and parent organization.

The Consolidation Entry window allows subsidiary organizations to generate consolidation entries that you can pass electronically to the parent organization to use in consolidated reporting.

In organizations where companies exist in different countries, there is a multi-currency consolidation element added to the reporting process. Distributed manufacturing organizations can spend a significant amount of time consolidating financial information in order to produce financial statements for public and/or private use. In response, VISUAL tracks all required reporting and/or consolidating currencies. This includes, but is not limited to the Euro currency. Using this process removes the conversion aspects of restating subsidiary general ledgers to report to consolidated financial statements.

The "tracking" currency feature effectively removes the need to translate foreign currency consolidations by capturing and preserving historical currency values at their inception. This feature maintains databases with different system currencies yet allows you to consolidate to a parent organization's financial reporting currency.

In conjunction with VISUAL's ability to support dissimilar system currencies, it also supports dissimilar account structures. Subsidiary companies can map their different local COAs to the account structure of the parent organization. Upon completion of the account mapping steps, the subsidiary organization is ready to generate the consolidation entry to pass the file to the parent company for consolidated reporting. The parent organization receives the file(s), imports the entries, and performs additional revaluation as may be necessary.

Support for Dissimilar (unlike) Chart of Accounts

When consolidating multi-company financial statements, there may be instances where the COA structure of the subsidiary does not support that of the parent company. Many parent companies mandate that the subsidiary companies adopt the parent companies COA structure. Generally, however, the subsidiary company has some latitude with which to individualize the local account structure. In countries such as France, the COA structure is outside of the control of the organization. The government mandates the COA structure for the companies to use.

VISUAL allows you to convert an individualized COA from your local account structure to your parent level reporting structure through the Consolidation Entry window.

Support for Dissimilar (unlike) System Currencies

The tracking currency function gives organizations the ability to preserve all transactions in an organizations functional and statutory reporting currencies. For example, a parent organization incorporated within the United States is required to report all financial information in US dollars. However, if that organization has subsidiaries in Europe, Asia, Africa, South America, or Australia, it is likely that most transactions will be in the currency of the local operating unit. Most conventional applications track only the local currency unit and therefore, those values must be translated to US dollars in accordance with FAS52, translation of foreign currency financial statements. The tracking currency feature captures not only the local currency value but also its US dollar equivalent based on the exchange rate in effect on the date of the transaction. By doing so, VISUAL exceeds regulatory compliance by capturing and preserving all historical currency values in any reporting currency. See Chapter 22 for instructions on setting up tracking currencies.

Consolidation Process

The consolidation process involves the mapping of a subsidiary COA to a parent level COA. You must perform this step even if the parent COA is identical to the subsidiary COA. VISUAL automates much of the process for you. VISUAL allows the parent organization to export the account structure to a text file where the subsidiary unit can take that file and import it for the purpose of creating the necessary map of the local account structure to the parent structure. This step is necessary. Creating the map itself is done through the Consolidation Entry window by performing a one to one relationship of the local (subsidiary) account to the parent (consolidating) account. This process is required the first time you create a consolidation map. After the consolidation map is in place you can use it repeatedly. You may need to perform ongoing maintenance as account structures may periodically change as dictated by the parent or subsidiary unit.

Creating a Consolidation ID for the First Time or Creating a New Consolidation ID

- ❒ Export parent COA to send to subsidiary unit
- ❒ The subsidiary imports the parent COA
- ❒ Map local subsidiary COA to parent COA (This is required.)

Ongoing Maintenance

- ❒ Perform Account Maintenance on Parents COA, if necessary.
- ❒ Test Allocation

Preparing the Entry

- ❒ Subsidiary Export of Consolidation Entry
- ❒ Name the File

  VISUAL saves the file as a text file that contains the Account ID, Entity ID, and balance for every currency in the period range exported. The parent, during import decides which currency values they want to import. At a minimum they are required to import the subsidiary system and parent consolidation currency.

- ❒ Transfer the file to the parent company for upload

  The parent company uploads the entry from the General Journal Entry window from the File menu, **Generate Consolidation Entries**.

Auto Numbering for Consolidations

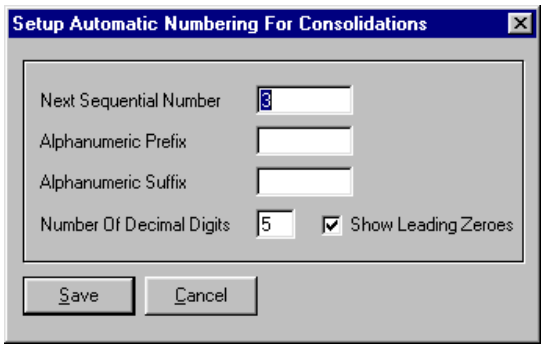
Prior to beginning Consolidation, use the Automatic Numbering function to generate Consolidation ID's. This can significantly reduce keystrokes and confusion. You can set up Auto Numbering at any time.

You can also enter your number sequences manually.

You can modify your numbering scheme after you have entered data if you want to. You cannot use duplicate numbers, if you try to assign a duplicate number, VISUAL generates a warning message and asks you to supply a different number.

1. Select **Ledger**, **Consolidation** from the VISUAL main menu.
2. Select **Edit**, **Auto Numbering for Consolidations** from the menu.

   The Setup Automatic Numbering for Consolidations dialog box appears.



3. Enter the following information in the dialog box.

   Next Sequential Number - Enter the next sequential number that you want to use for the numeric portion of the Consolidation ID.

   This number can be up to seven digits in length.

   Alphanumeric Prefix - Assign any alphanumeric prefix. These are case sensitive; you should use all capitals for letters.

   Alphanumeric Suffix - Assign any alphanumeric suffix. These are case sensitive; you should use all capitals for letters.

   Number of Decimal Digits - Enter the total number of digits in the numeric portion of the ID in the Number of Decimal Digits field.

   VISUAL uses this number to generate the proper number of leading zeroes, if you select this option.

Show Leading Zeroes - If you want leading zeroes to be included in the number, select the **Show Leading Zeroes** check box.

This keeps all IDs the same number of characters in length.

4. Click the **Save** button to save the changes, or **Cancel** to close the dialog box without saving the changes.

Starting the Consolidation Window

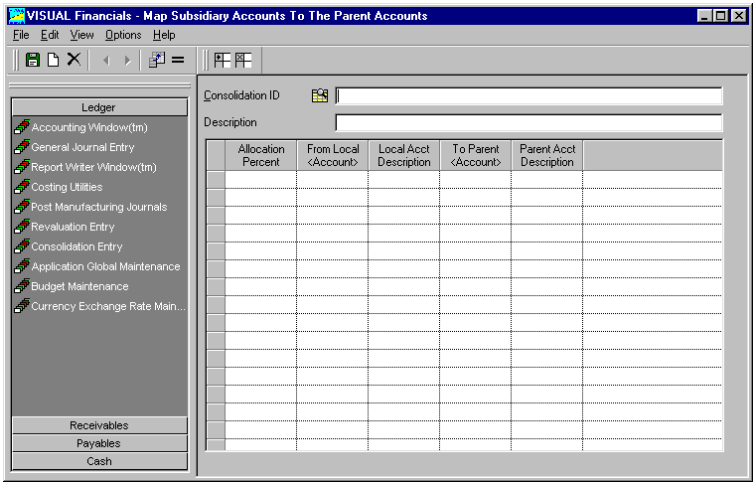
The Consolidation Entry window performs two primary functions. The first function is that it is the tool that you use to map a subsidiary account structure to the parent organizations account structure. The second function is that you generate the consolidation entry to electronically pass to the parent organization. The parent organization uses the file to upload the consolidation entries to the General Journal Entry window. Once complete, you are ready to generate consolidated financial reports to print or view.

The first part of the procedure is to set up VISUAL to support the account structures for both the subsidiary and parent organizations. In order to do this; you must import the parents COA into the subsidiary's database in order to build the consolidation account mapping. The export of the parent companies COA and subsequent import into the subsidiary database are automatically handled in VISUAL through separate menu options discussed below.

To open the Consolidation window (Map Subsidiary Accounts to the Parent Accounts):

Select **Ledger**, **Consolidation** from the menu.

The Consolidation (Map Subsidiary Accounts to the Parent Accounts) window appears.



Exporting Parent Chart of Accounts

The first step in mapping a subsidiary account to the parent COA structure is to select the Parent Export of Chart of Accounts to enable VISUAL to supply the subsidiary with the account structure to use when generating a consolidation entry.

1. Select **File, Parent Export of Chart of Accounts** from the menu.

   The Parent Export of Chart of Accounts File Save As dialog box appears.

2. Enter the file name in the File Name field.

   This is the export file that you will use to send to the subsidiary unit to produce a consolidation map.

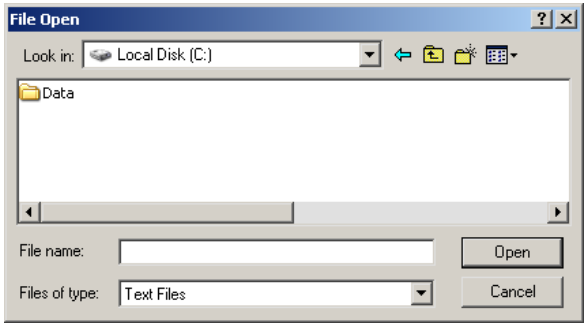
3. Click the **Save** button to save the file or **Cancel** to close the File Save as dialog box without naming the file.

Subsidiary Importing the Parent's Chart of Accounts

Use the Subsidiary Import of Parent Chart of Accounts to import the parent account structure to use in the consolidation map.

1. Select **File, Subsidiary Import of Chart of Accounts** from the menu.

   The Subsidiary Import of Chart of Accounts File Open dialog box appears.



2. Select the file to open.
3. Click on **Open** to open the file or **Cancel** to close the Subsidiary Import of Parent Chart of Accounts dialog box without opening a file.

Editing Accounts

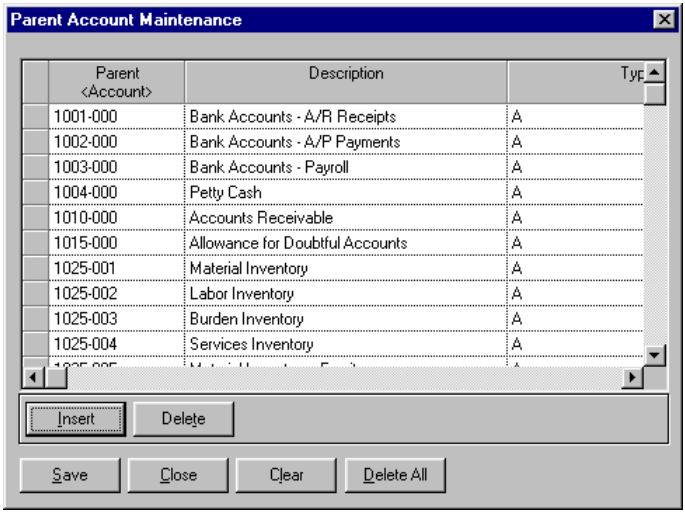
Maintaining Parent Chart of Accounts

It may be necessary to modify the parents account structure to support a variation in the consolidation map. Instead of being required to create a brand new consolidation map each time the map changes, VISUAL allows you to modify the parents COA structure from within the consolidation tool to make these modifications with ease.

To support a change at the parent account level, perform the following steps:

1. Select **File, Account Maintenance on Parent Chart of Accounts** from the menu.

   The Parent Account Maintenance dialog box appears.



2. Double-click the **Parent Account** column header to populate the pertinent Chart of Accounts information.

3. Use the appropriate action button(s) to edit the Chart of Account information.

   From this dialog box you can insert or delete specific account rows, or if you want, you can delete the entire parent Chart of Accounts by clicking the **Delete All** button.

   To insert a new parent account click the **Insert** button.

   Identify the new Account ID in the Parent Account field.

   Enter the appropriate description in the description field.

Enter the appropriate Type based on the type of account:

A - Asset

L - Liability

Q - Equity

R - Revenue

E - Expense

If you have finished making your revisions, **Save**, **Clear** or **Close** the window.

Note: *If you close the window prior to saving, VISUAL discards any changes you made.*

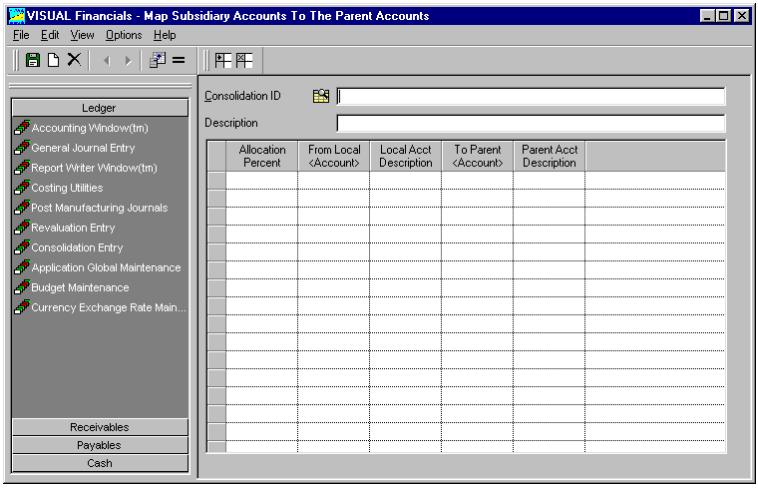
Building the Consolidation Account Map

After you have imported the parent organization accounts, the subsidiary unit can begin the process of linking their COA to the parent.

To open the Consolidation window (Map Subsidiary Accounts to the Parent Accounts):

Select **Ledger**, **Consolidation** from the VISUAL main menu.

The Consolidation (Map Subsidiary Accounts to the Parent Accounts) window appears.



The Consolidation (Map Subsidiary Accounts to the Parent Accounts) window contains both entry fields and action buttons.

Note: *Each consolidation map that you create you can use to generate a consolidation entry. Most organizations only require a single map; however, there is no limit to the number of maps that you can create.*

VISUAL offers you several ways in which to map local accounts to your Parent (holding) company's account.

- ❒ Link 100% of a subsidiary summary account to a parent posting level account
- ❒ Link 100% of a Subsidiary posting level account to a parent posting level account
- ❒ Link an allocated percentage of a subsidiary summary level account to a parent posting level account (prior to generation 100% allocation is required)

- ❒ Link an allocated percentage of a subsidiary posting level account to a parent posting level account (prior to generation 100% allocation is required)

Base consolidations on a one-to-one map from the local account to the parent's consolidating account. You can allocate to the local account up to one hundred percent of the account balance. All allocations that you generate require one hundred percent of the local accounts to be mapped to a parent level account.

Mapping the Accounts

The parent export of the COA and subsequent import by the subsidiary should now be complete. The next step is to build the account map.

There are two methods that you can use when you define the account map.

First, you can map the subsidiary accounts to the parent accounts as a line-by-line entry or click the **Load Chart of Accounts** button.

Note: *VISUAL requires that all consolidation entries be linked to posting level accounts in the parent database. Any accounts mapped to a parent summary level account causes the import entry to fail.*

Defining Account Maps as Line-by-Line Entries

1. Click the **Insert** button.

   A new line appears in the table.

2. Enter the allocation percent (100 = entire account balance) in the Allocation Percent field.

3. Enter the subsidiary account that you want to map in the **From Local Account** field.

   You can manually enter the Account ID or select it from the account list by double-clicking the column header.

   VISUAL populates the description in the Local Account description field.

4. Enter the posting level account in the To Parent Account field.

   You can manually enter the Account ID or select from the account list by double-clicking the column header.

   VISUAL populates the description in the To Parent Account Description field.

5. Enter a description of the Consolidation ID in the description field located beneath the Consolidation ID field.

6. Click the **Save** button to save the consolidation map.

   If you set up Automatic Numbering, VISUAL supplies the next sequential Consolidation ID in the Consolidation ID field.

Defining Account Maps Load Chart of Accounts

The Load Chart of Accounts option assumes that VISUAL maps posting level accounts in the subsidiary database to the posting level accounts in the parent.

When you select this option, VISUAL builds the number of lines required to support each posting level account in the subsidiary's database.

To map the appropriate parent level account:

1. Click the **Load Chart of Accounts** button.

   VISUAL populates the fields with the Chart of Accounts.

   VISUAL populates the corresponding descriptions in the Local Account description fields.

2. Enter the allocation percent (100 = entire account balance) in the Allocation Percent fields.

3. Enter the posting level account in the To Parent Account field.

   You can manually enter the Account ID or select from the account list by double-clicking the column header.

   VISUAL populates the description in the To Parent Account Description field.

4. Enter a description of the Consolidation ID in the Description field.

5. Click the **Save** button to save the consolidation map.

   If you set up Automatic Numbering, VISUAL supplies the next sequential Consolidation ID in the Consolidation ID field.

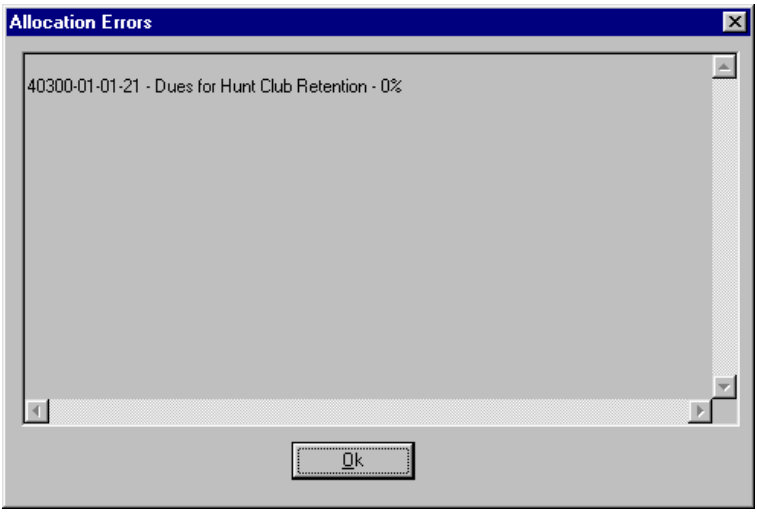
Testing Allocations

VISUAL requires that you map all subsidiary posting level accounts to a parent posting level account. As discussed above in Building the Consolidation Account Map section, there are several ways in which to link these accounts.

The Test Allocations feature examines the consolidation map to ensure that 100% of the accounts in the subsidiary posting level accounts are mapped to a parent account structure.

Click the **Test Allocation for Equality** button to test the consolidation map.

The Allocation Errors dialog box appears.



VISUAL lists the errors on the Allocation Errors dialog box.

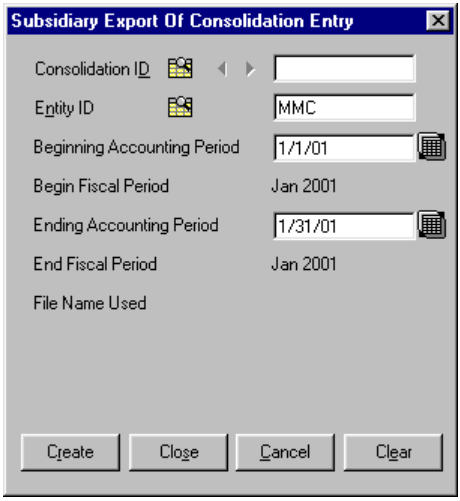
VISUAL identifies the subsidiary Account ID, its description, and the percentage of the account that has been allocated. When all Subsidiary posting level accounts have been successfully allocated to a corresponding parent level account VISUAL displays a message stating Account Validation Successful.

Subsidiary Export of Consolidation Entry

After you have properly defined an account map, you can generate a consolidation entry.

1. Select **File**, **Subsidiary Export of Consolidation Entry** from the menu.

   The Subsidiary Export of Consolidation Entry dialog box appears.



2. Enter the following information in the dialog box.

   Consolidation ID - Click the Browse button to select a Consolidation ID from the list, or enter the consolidation ID in the field provided.

   Use the **Previous** and **Next** arrows to select the next or previous consolidation IDs in the list.

   Entity ID - Click the **Browse** button to select an Entity ID from the list, or enter the Entity ID in the field provided.

   Beginning Accounting Period - If necessary, click the **Calendar** button to select the beginning date, or enter the date in the field provided.

   VISUAL determines the month and year of the Begin Fiscal Period field.

   Ending Account Period - If necessary, click the **Calendar** button to select the ending date, or enter the date in the field provided.

VISUAL determines the month and year of the End Fiscal Period field.

File Name Used - VISUAL automatically determines the file name.

3. Click the **Create** button to create the consolidation.

   VISUAL creates the consolidation entry.

   VISUAL performs the allocation test to ensure all posting level subsidiary accounts are accounted for in the consolidation entry.

   If VISUAL encounters errors the generate option fails. Correct the errors and recreate the consolidation entry.

   If the allocation check does not encounter any errors, the File Save As dialog box appears asking you to name the file.

4. Enter the file name in the File Name field.

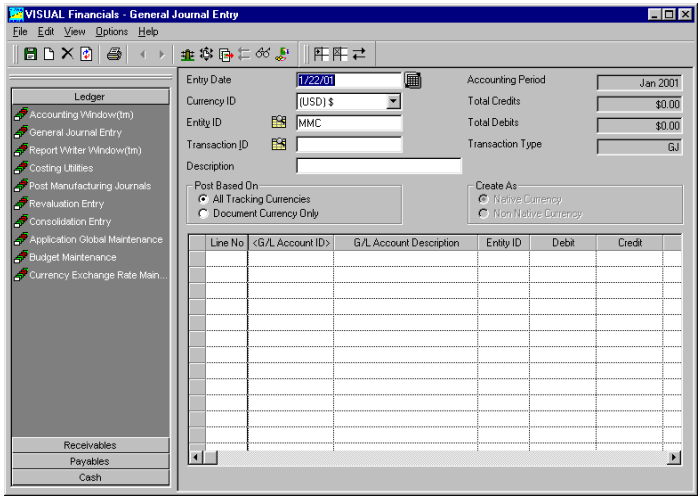
   This is the file that you pass to the parent organization for importing into their VISUAL database to perform consolidated financial reporting.

Importing the Consolidation Entry into the General Journal

Uploading the Consolidation Entry occurs in the General Journal Entry window. Transfer the consolidation entry file to import to the parent company for uploading to generate your financial statements.

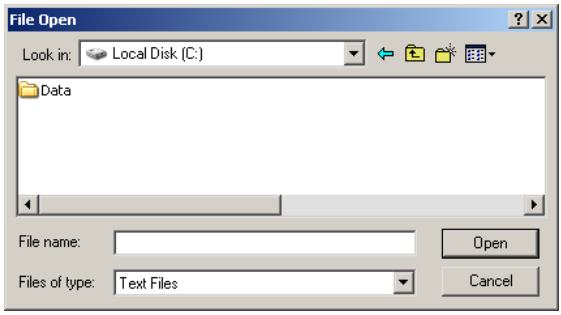
1. Select **Ledger**, **General Journal Entry** from the menu.

   The General Journal Entry window appears.



2. Select **File**, **Generate Consolidation Entries** from the menu.

   The Generate Consolidation Entries File Open dialog box appears.



3. Select the Consolidation .txt file name that you want to import.

   The Parent Import of Consolidated Accounts dialog box appears.

   VISUAL populates the Entity ID, Beginning Period date, the Ending Period date, and the File Created On date. The information populates from the date stamp on the consolidation file sent from the subsidiary.

VISUAL bases the currency import information on all currencies supplied from the subsidiary and parent databases. The subsidiary database system currency automatically defaults as the native currency to import.

You should NOT change this setting.

The parent company's system currency defaults to automatically import.

In addition, you can selectively choose to import additional currencies from the subsidiary by marking the currencies to import.

4. Select the Amounts to import from the Amounts group box.

   You can select either **Activity in Period** or **Inception to Date (Balances)**.

   Activity in Period - Select this option to post the net change in the subsidiary's accounts that occurred during the date duration of the created file. This is the default option as it only records the net change in the subsidiary's general ledger over a specific period of time.

   Inception to Date (Balances) - Select this option to record the period to date balances from the subsidiary. Using this option VISUAL replaces all prior balances to the currency subsidiary's balances as of the period end date of the file.

   Note: *Use this option with care and ONLY for the first consolidated import run. Use the activity and period option from that point forward.*

5. Click the **Save** button to create the Consolidation Entry.

   VISUAL returns you to the General Journal Entry window.

6. Click the **Save** toolbar button to save the journal entry.

7. Post to the General Ledger from General Journal Entry window.

   For information on Posting to the General Ledger, see Chapter 8, "General Journal Entry."

Chapter 14

Budget Maintenance

Budget Maintenance

Use the Budget Maintenance window to create and maintain a budget, or multiple budgets for comparisons and reports. You can display the variance between your actual postings and the budget by account in the Accounting window, or include those budget values in reports created from the Report Writer window.

When you create a budget using a Summary or Posting level account, you have the option to print all sub-accounts within the parent account. However, you must be extremely careful to maintain consistency to which level you use for budgeting to ensure the accuracy of the budget and forecast reports.

Budgets are maintained on a period-by-period basis for the fiscal year (budget amounts for balance sheet accounts are not balance forwarded).

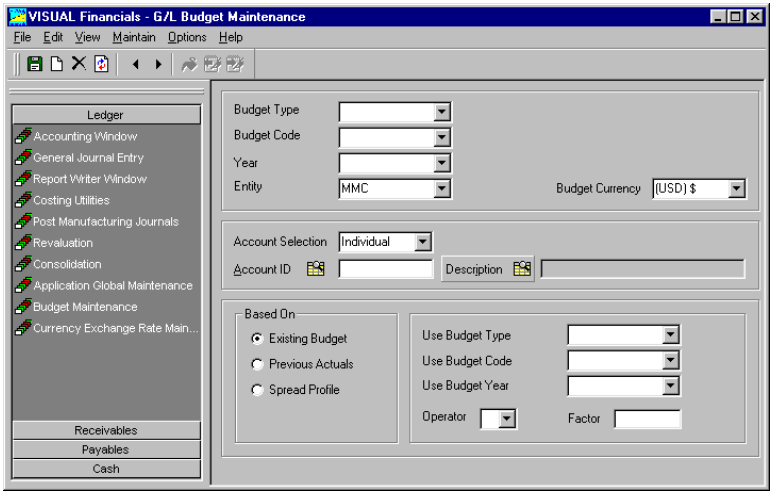
Starting the G/L Budget Maintenance Window

The G/L Budget Maintenance window can be accessed from the Accounting Window, or from the VISUAL main menu.

To access the G/L Budget Maintenance window from the Accounting window, select **File**, **Budget Maintenance** from the menu.

To access the G/L Budget Maintenance window from the VISUAL main menu, select **Ledger**, **Budget Maintenance**.

The G/L Budget Maintenance window appears.



Creating Budgets

The G/L Budget Maintenance window allows you to create budgets; maintain budget codes, and profiles; and generate budgets. You can also import and export budgets.

1. Click the **New** toolbar button to create a budget.

   VISUAL clears all the fields and places the cursor in the Budget Type field.

2. Enter the following information.

   Budget Type - Click the down arrow to select a budget type from the list.

   Create budget types by selecting **Maintain**, **Budget Types** from the menu. For more information, refer to "Maintaining Budget Types" later in this chapter.

   Budget Code - Click the down arrow to select a budget code from the list.

   Create budget codes by selecting **Maintain**, **Budget Codes** from the menu. For more information, refer to "Maintaining Budget Codes" later in this chapter.

   Year - Click the down arrow to select a year for the budget.

   Entity - Click the down arrow to select an Entity ID from the list.

   Budget Currency - Click the down arrow to select a budget currency ID from the list.

3. Click the down arrow beside the Account Selection field to choose one of the types of accounts to apply to the budget.

   Individual - Select this option from the list if you want to assign this budget to a specified account.

   Range - Select this option from the list if you want to apply this budget to a range of accounts specified in the Account Spread Profiles option.

   Group - Select this option to apply this budget to a group of accounts specified in the Account Spread Profile option.

   Summary - Select this option to apply this budget to a summary account specified in the Account Spread Profiles option.

4. Depending on the type of Account Selection you chose, you must enter either an individual account ID, a range of accounts, a group account ID, or a summary account ID.

5. Select one of the following options in the **Based On** group box.

   Existing Budget - Select this option if you want to base this budget on the existing budget.

   Previous Actuals - Select this option to base this budget on previous actuals. This requires you to have at least one fiscal year of historical data within the system.

   Spread Profile - Select this option to base this budget on spread profile using the profiles created in the Period Spread Profile option.

6. Enter the following information to apply to your existing, previous, or spread profile budget.

   Use Budget Type - Click the down arrow to select a budget type from the list.

   Use Budget Code - Click the down arrow to select a budget code from the list.

   Use Budget Year - Click the down arrow to select a budget year from the list.

   Operator - Click the down arrow to include additional calculations to your Based On budget.

   Factor - Enter the necessary information for including additional calculations to your Based On budget.

7. Click the **Save** toolbar button to save the budget.

   Refer to "Generating Budgets" under the "Maintaining Budgets" heading in this chapter to apply your budget to the accounts you specified.

Maintaining Budgets

You can maintain existing budgets, customize budgets, and generate budgets using the **Maintain** menu option in the G/L Budget Maintenance window. Maintain Budget Types, Budget Codes, Account Spread Profiles, and Period Spread Profiles and Generate Budgets.

Generating Budgets

The generation of budgets is the final step in setting up budgets. The budget ID is automatically assigned by combining the budget type and code assigned to the generation.

Click the **Generate** toolbar button, or select **Maintain**, **Generate Budgets** from the menu.

VISUAL applies the budget to each account you specified for the number of periods you requested.

After you generate the budget, you can view the variance of actual costs by the budgeted costs in the Accounting Window, or create a report using the Report Writer window.

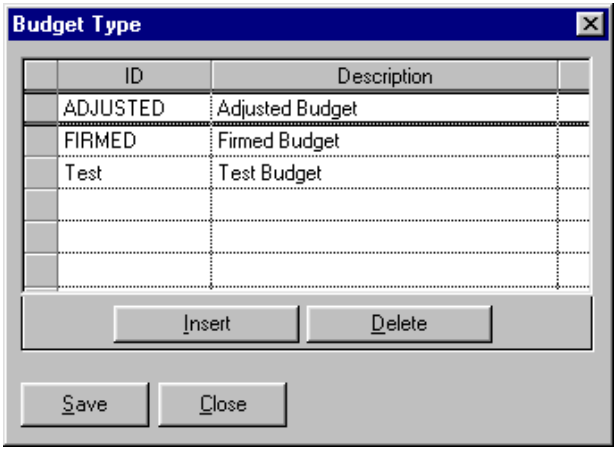
Maintaining Budget Types

Budget Types represent the global manner in which a company wants to budget. For example, a company may want to have both a static and a flexible budget.

Create, edit, and delete budget types from the G/L Budget Maintenance window.

Select **Maintain**, **Budget Types** from the menu.

The Budget Type dialog box appears.



Adding Budget Types

1. To add a budget type, click the **Insert** button from the Budget Type dialog box.

   VISUAL selects a row and activates the ID field.
2. Enter the ID (a short identifier), then press the **Tab** key.
3. Enter a description for the budget type in the Description field.
4. Click the **Save** button to save your type.
5. To enter additional budget types, click the **Insert** button again.
6. Click the **Close** button to exit the dialog box and return to the G/L Budget Maintenance window.

Editing Budget Types

1. To edit a budget type, click the field you want to edit.
2. Make the appropriate changes, then click the **Save** button to save your type.
3. Click the **Close** button to exit the dialog box and return to the G/L Budget Maintenance window.

Deleting Budget Types

1. To delete a budget type, select the budget type you want to delete, or use the **Shift** key and left mouse click to select more than one budget type.
2. Click the **Delete** button.

   VISUAL marks the type for deletion by placing an **X** on the appropriate row header.
3. To permanently delete the budget type, click the **Save** button.
4. To keep the budget type in the database, click the **Close** button to exit the dialog box without deleting the information.

Maintaining Budget Codes

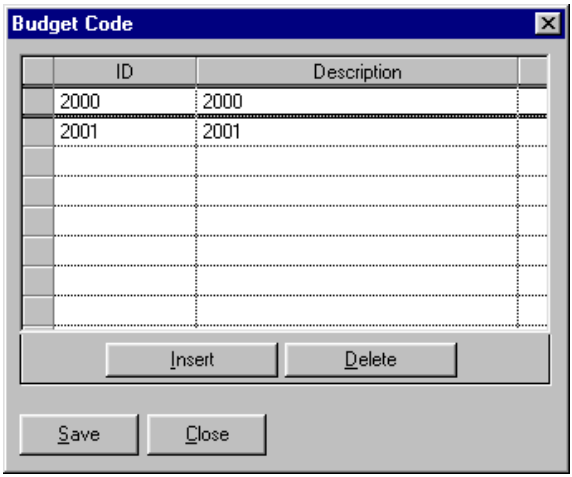
Companies have the ability to maintain one or more budget codes within each budget type. Adding a budget code automatically makes it available to any existing budget type within the system.

Generally, budget codes are created to represent a period or a segment, such as a whole fiscal period, a quarter, or a month.

Create, edit, and delete budget codes from the Budget Code dialog box.

Select **Maintain**, **Budget Codes** from the menu.

The Budget Code dialog box appears.



Adding Budget Codes

1. To add a budget code, click the **Insert** button from the Budget Code dialog box.

   VISUAL selects a row and activates the ID field.
2. Enter the ID (a short identifier), then press the **Tab** key.
3. Enter a description for the budget code in the Description field.
4. Click the **Save** button to save your budget code.
5. To enter additional budget codes, click the **Insert** button again.
6. Click the **Close** button to exit the dialog box and return to the G/L Budget Maintenance window.

Editing Budget Codes

1. To edit a budget code, click the field you want to edit.
2. Make the appropriate changes, then click the **Save** button to save your code.

3. Click the **Close** button to exit the dialog box and return to the G/L Budget Maintenance window.

Deleting Budget Codes

1. To delete a budget code, select the budget code you want to delete, or use the **Shift** key and left mouse click to select more than one budget code.
2. Click the **Delete** button.

   VISUAL marks the type for deletion by placing an **X** on the appropriate row header.
3. To permanently delete the budget code, click the **Save** button.
4. To keep the budget code in the database, click the **Close** button to exit the dialog box without deleting the information.

Maintaining Account Spread Profiles

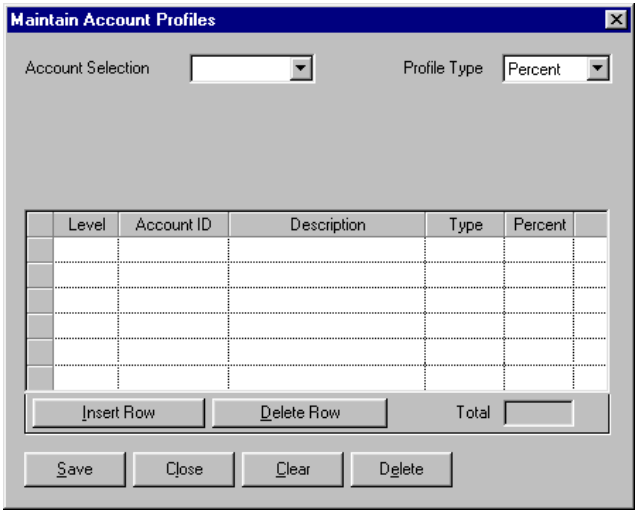
Account Spread Profiles provide the ability to spread a value across designated accounts based on percentages or fixed dollar values.

Account Spread Profiles can be assigned to an individual account or allocated to multiple accounts within a user-defined range of accounts, an existing account group, or a summary account.

Create, edit, and delete account spread profiles from the Maintain Account Profiles dialog box.

Select **Maintain**, **Account Spread Profiles** from the menu.

The Maintain Account Profiles dialog box appears.



Adding Account Spread Profiles

1. Click the down arrow beside the Account Selection field to enter one of the following options: **Range**, **Group**, or **Summary**.

   Depending on the option you select, VISUAL requires you to enter different fields.

2. If you select **Range**, enter the following information.

   Range ID - Enter a unique identifier for the account range.

   Start Account - Click the **Browse** button to select a starting account ID from the list, or enter the account ID in the field provided.

   End Account - Click the **Browse** button to select an ending account ID from the list, or enter the account ID in the field provided.

   When you Tab out of the End Account Field, VISUAL automatically enters the accounts you selected in the table.

3. If you select **Group**, enter the following information.

   Group Account - Enter a unique identifier for the account group.

4. If you select **Summary**, enter the following information.

   Summary Account - Click the **Browse** button to select a summary account from the list, or enter the account in the field provided.

   When you Tab out of this field, VISUAL automatically enters the account you selected in the table.

5. Click the down arrow beside the Profile Type field to assign a percentage or a value to each account included in the account spread.

6. The Account ID, Description, and Type columns in the table should already be populated with the accounts you selected. In the Percentage, or Value column, enter the percentage or value for each account in the table.

   The total percentages or values of all accounts in the table must equal 100. As you enter each percentage or value, VISUAL displays the total accumulated in the Total field.

7. To enter additional accounts in the table, click the **Insert Row** button.

8. Enter the Account ID, then press the **Tab** key.

   VISUAL automatically populates the Description field, and the Type field for that account.

9. Enter either a percentage or a value for the account.

10. To clear all fields, click the **Clear** button.

    To save your account profile, click the **Save** button.

    To exit the dialog box and return to the G/L Budget Maintenance window, click the **Close** button.

Editing Account Spread Profiles

1. To edit an account profile, select the appropriate account selection from the Account Selection field.
2. Enter the necessary information in the other fields that correspond to the selection in the Account Selection field.
3. In the table, click the field you want to edit.
4. Make the appropriate changes, then click the **Save** button.
5. Click the **Close** button to exit the dialog box and return to the G/L Budget Maintenance window.

Deleting Account Spread Profiles

1. Enter the account spread you want to delete by selecting the appropriate option in the Account Selection field, and entering the necessary fields.
2. Click the **Delete** button.

   VISUAL marks the type for deletion by placing an **X** on the appropriate row header.
3. To permanently delete the account profile, click the **Save** button.
4. To keep the budget code in the database, click the **Close** button to exit the dialog box without deleting the information.

Deleting Account Spread Profile Rows

1. To delete an account spread
2. Click the **Delete Row** button.

   Note: *Be sure you click the* **Delete Row** *button and not the* **Delete** *button. Clicking the* **Delete** *button removes the entire Account Spread Profile from the database.*

   VISUAL removes the row from the account profile.

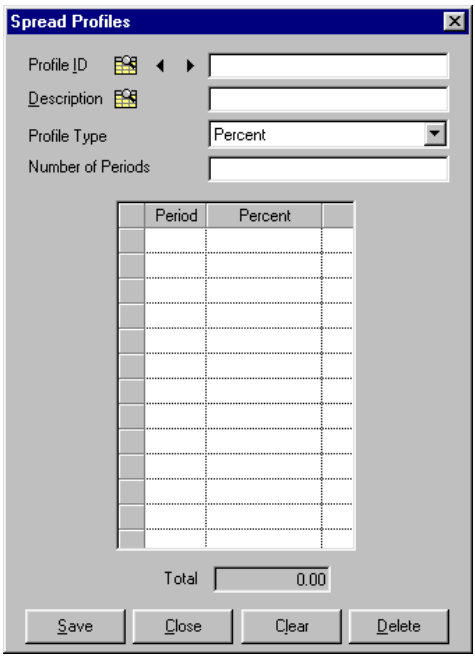
Maintaining Period Spread Profiles

Create, edit, and delete period spread profiles from the Spread Profiles dialog box.

Period Spread Profiles are only required if the budgets are intended to be generated based on a spread profile. The Period Spread allows you to evenly or erratically distribute the budget values to each period with respect to historical trend or anticipated events.

Select **Maintain**, **Period Spread Profiles** from the menu.

The Spread Profiles dialog box appears.



Adding Period Spread Profiles

1. Enter a unique Profile ID in the Profile ID field.
2. Enter a description in the Description field.
3. Click the down arrow to assign a percentage or a value to the profile.
4. Enter the number of periods you want to have for this profile.

   VISUAL automatically enters the number of periods per row and places the cursor in the percent field.

5. Enter the percent or value for each row.

   The total of all rows in the table must equal 100. VISUAL calculates the total after you enter a percent or value and press the Tab key. VISUAL displays the total in the Total field.

6. Click the **Save** button to save your spread profile.

   Click the **Clear** button to clear all fields.

   Click the **Close** button to exit the Spread Profiles dialog box.

Editing Period Spread Profiles

1. Click the **Browse** button beside the Profile ID field, or the Description field to select the spread profile you want to edit, or enter the information in the field provided.

   Use the arrows beside the Profile ID field to view the next and previous Profiles.

2. Edit the necessary fields.

3. Click the **Save** button.

Deleting Period Spread Profiles

1. Click the **Browse** button beside the Profile ID field, or the Description field to select the spread profile you want to delete, or enter the information in the field provided.

2. Click the **Delete** button.

   VISUAL deletes the period spread profile from the database.

Importing Budgets

Use the Import Budgets feature to add budgets to VISUAL Budget Maintenance. The imported file must be in CSV format.

1. Enter the following information in the Budget Maintenance window.

   Budget Type - Click the down arrow to select a budget type from the list.

   Create budget types by selecting **Maintain**, **Budget Types** from the menu. For more information, refer to “Maintaining Budget Types” later in this chapter.

   Budget Code - Click the down arrow to select a budget code from the list.

   Create budget codes by selecting **Maintain**, **Budget Codes** from the menu. For more information, refer to “Maintaining Budget Codes” later in this chapter.

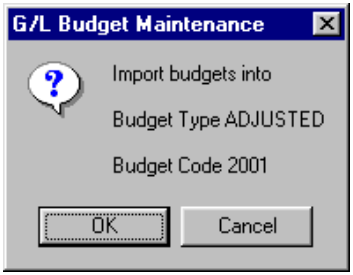
Year - Click the down arrow to select a year for the budget.

Entity - Click the down arrow to select an Entity ID from the list.

Budget Currency - Click the down arrow to select a budget currency ID from the list.

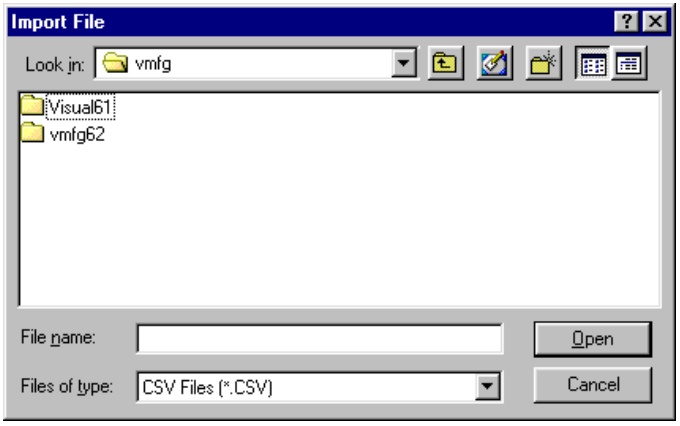
2. Click the **Import** toolbar button, or select **File**, **Import Budgets** from the menu.

   The G/L Budget Maintenance dialog box appears.



3. Click the **OK** button to continue, or the **Cancel** button to exit this dialog box without importing a budget.

   If you click **OK**, the Import File dialog box appears.



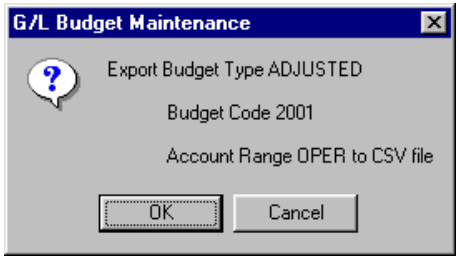
4. Find the file you want to import, then click the **Open** button to import the file into the VISUAL Budget Maintenance window.

Exporting Budgets

Use the Export Budgets feature to take a budget created in VISUAL Budget Maintenance and place it in another area. VISUAL saves the file in CSV format, which can be read and manipulated by a spreadsheet.

1. Click the **Export** toolbar button, or select **File**, **Export Budgets** from the menu.

The G/L Budget Maintenance dialog box appears.



2. Click the **OK** button to continue, or the **Cancel** button to exit this dialog box without exporting a budget.

   If you click **OK**, the Export File dialog box appears.

3. Find the path for the exported file you want to save, then click the **Save** button.

Chapter 15

Currency and Exchange Rate Maintenance

Currency and Exchange Rate Maintenance

Currency Exchange Rate Maintenance allows you to set up multiple databases for tracking the currency of the countries participating in the European Common Community (ECC). Use this feature to track the currency of the specific countries of the customers and vendors that you are trading with in their native currency.

VISUAL secures this module through program security and allows the system administrator to selectively assign specific users.

VISUAL handles organizations that are **not** part of the European Monetary Union (EMU) as another tracking currency for the purpose of recording transactions at their historical rate.

Set the system currency rate as the exchange rate set by the EMU for your Euro member organizations. The EU should be expressed as a unit of one with all other currencies measured against the EU rate. After the irrevocable exchange rates are set for the member countries, you can not make any modifications to the member countries currency rates. This is a one-time setting.

The EMU irrevocably set the exchange rates for member countries for implementation on January 1, 1999. The EU effectively replaces the national currency and after you set this rate in VISUAL, it is **permanent**.

As of January 1, 1999, the member countries and their Euro exchange rates are as follows:

Country	Rate	Country	Rate
Austria	13.7603	Italy	1936.27
Belgium	40.3399	Luxembourg	40.3399
Finland	5.94573	Portugal	200.482
France	6.55957	Spain	166.386
Germany	1.95583	Netherlands	2.20371
Ireland	0.787564		

Currency Exchange Rate Maintenance provides for the following functions:

- ❒ Setting up the Currencies for the System Database
- ❒ Adding Currencies
- ❒ Specifying the System Currency
- ❒ Specifying Exchange Buy and Sell Rates
  - ❒ Calculation by Forced Reciprocal
  - ❒ Calculation by Rounding
  - ❒ Calculation by Triangulation
- ❒ Setting Currency Exchange Rates

VISUAL automatically activates the Multi-Currency feature when you set a system currency. The Currency ID fields appear in various windows within VISUAL, some of which are Vendor Maintenance, Customer Maintenance, Purchase Order Entry, and Customer Order Entry. Outgoing forms show amounts in the correct currency, whereas internal reports appear in your system currency, unless you specify a different currency.

Starting Currency Exchange Rate Maintenance

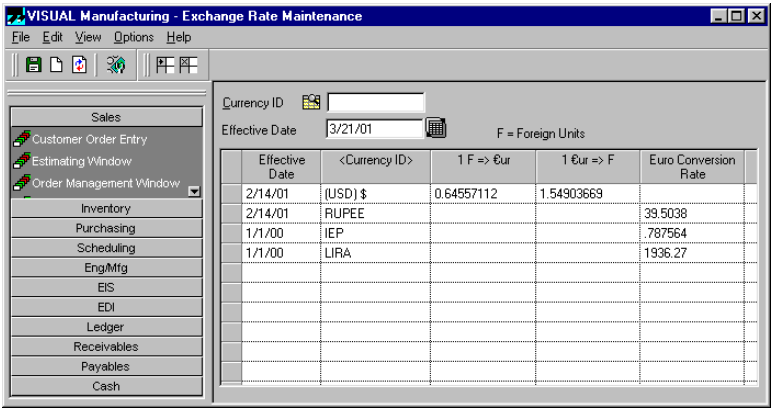
The Currency Exchange Rate Maintenance window allows you to enter the daily exchange rates supplied by the local exchange. VISUAL converts all currency transactions to system and tracking values based on the exchange rate in effect at that time.

You can enter currency rates as either the equivalent of one foreign unit to the system currency unit or as one system unit to the foreign equivalent. VISUAL forces the reciprocal exchange rate in all cases eliminating buy and sell rates from the database. Unless your organization buys and sells currency (a banking institution), all exchange rates are expressed in the sell rate.

When translating currencies to a stronger system currency unit, which maintain thousands of units to one system unit, VISUAL ensures that the reciprocal exchange rate is carried to the proper eight decimal position precision. VISUAL provides the exchange rate field to be 15 characters in length.

Currency Exchange Rate Maintenance is available from the Ledger menu of the Infor VISUAL Financials window.

Select **Ledger**, **Currency Exchange Rate Maintenance** from the VISUAL main menu.



The first time you open the Currency Exchange Rate Maintenance window, it appears with no information in it.

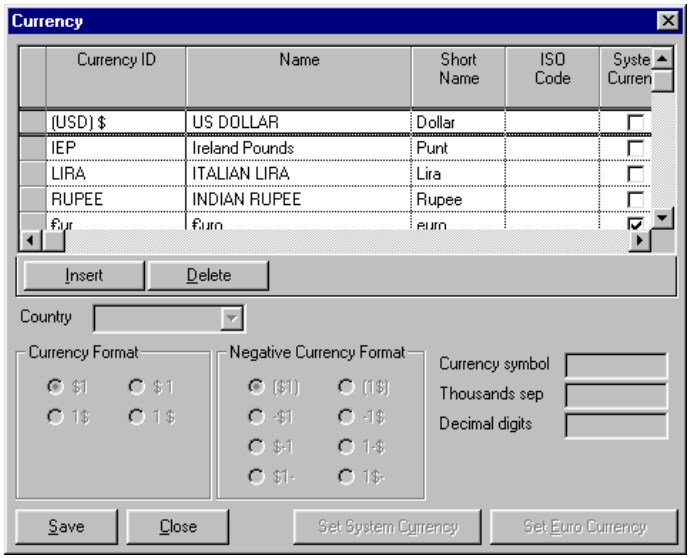
The Currency Exchange Rate Maintenance window contains both entry fields and action buttons for ease of use.

Adding Currencies

You can define each currency that you need in the database, including your native currency, using Currency Exchange Rate Maintenance.

1. Click the **Currency Maintenance** toolbar button, or select **Edit**, **Currency Maintenance** from the menu.

   The Currency Table dialog box appears, displaying a line for each currency defined in the system.



2. Click the **Insert** button to add a new line to the end of the table.
3. Enter a unique ID for the new currency in the Currency ID field.

   You should set the Currency ID the same as the ISO Code. View the ISO Code symbols from the Country drop-down list. Using this convention enables VISUAL to better control transactions using EDI or electronic transfers in different currencies.

   If you try to enter a currency that is already in the system, VISUAL displays a dialog box stating the ID already exists.
4. Enter a description for the currency in the Name field.

   This description populates to modules throughout the VISUAL database to show the currency for the currently selected vendor or customer. Two of the modules that populate with the currency information are Purchase Order Entry window and the Customer Order Entry window.
5. Enter a short description for the currency in the Short Name field.

   This description populates to various reports.

6. Enter the Currency information in the corresponding check box:

   System Currency - This is the base currency that all internal accounts appear in with their amounts.

   Euro Currency - Euro Currency is the single Market currency of Europe. Use when transacting business in European nations.

   Tracking Currency - This enables you to track and report in multiple currencies other than the system currency.

   Euro Participant - A Euro participant is a member country (participant) of the European Common Community.

   By default, VISUAL sets the system currency as the tracking currency automatically. You can make any currency a tracking currency at any time. You can also remove the tracking currency status at any point in time. Tracking currencies record an additional set of transactions for any and all activity transacted within VISUAL. There are no limits to the number of currencies that you can set to track.

   Tracking currencies enable you to report in currencies other than system. For example, if you are a United Kingdom sub-division of a company operating in the United States you may track and report in a currency other than the system currency. Tracking currencies also allows you to capture transaction values in multiple currencies (depending upon the number of tracking currencies that you define). Use tracking currencies to maintain and report General Ledger balances in multiple currencies. VISUAL converts and stores every transaction entering the system based on the number of currencies identified as tracking.

   You should NOT have more than three tracking currencies existing in the database. For each tracking currency there is a potential for performance degradation. Please consult your local Sales Associate or Customer Support for more information concerning creating multiple tracking currencies.

7. Enter the Rounding Account from the Chart of Accounts, or double-click the column header to select the rounding account from the **Rounding Account** drop-down list.

   The Rounding Acct Description populates immediately into the corresponding column. Use the Rounding Acct to post conversion differences to make the entries balance.

   Rounding Accounts also allow you to follow the effects of currency exposure over a period of time.

8. Enter the Realized Gain Account from the Chart of Accounts, or double-click the column header to select the realized gain account from the Realized Gain Account drop-down list.

The Realized Gain Acct Description populates immediately into the corresponding column.

Realized Gains and / or Losses result from deviations between the invoice date and the payment or receipt date within Cash Application and Payment Entry.

9. Enter the Realized Loss Account from the Chart of Accounts, or double-click the column header to select the realized loss account from the Realized Loss Account drop-down list.

   The Realized Loss Acct Description populates immediately into the corresponding column.

   Use the Realized Gain Account to settle the account. To best describe, it is when an A/P Payment is made for an invoice recorded at a time when the currency exchange rate was different. Entries to these accounts are permanent.

10. Enter the Unrealized Gain Account from the Chart of Accounts, or double-click the column header to select the unrealized gain account from the Unrealized Gain Account drop-down list.

    The Unrealized Gain Acct Description populates immediately into the corresponding column.

11. Enter the Unrealized Loss Account from the Chart of Accounts, or double-click the column header to select the unrealized loss account from the Unrealized Loss Account drop-down list.

    The Unrealized Loss Acct Description populates immediately into the corresponding column.

    Use the Unrealized Gain Account only as a result of revaluation. Entries to these accounts are temporary because they are reversed at the time of settlement. At that time any exchange gain or loss is posted to the Realized Gain Account.

12. Select the country of the currency from the Country drop-down menu.

    If the country for the currency you are adding does not appear in the list, select **User Defined**.

    Selecting a country from the list automatically sets the display symbol and formats for the currency. Selecting **Default** selects the window default currency formatting.

13. If you selected **User Defined** as the country, you must now define the currency format and symbol.

    Currency Format - This specifies whether the currency symbol precedes or follows the amount, and whether a space is place between.

Negative Currency Format - This specifies whether the currency symbol precedes or follows the amount, and whether a space is place between, plus displays negative amounts.

Currency Symbol - This specifies the symbol used to represent the currency.

Thousands Separator - This specifies the symbol used to separate each group of three digits in an amount. Normal values are a comma or period.

Decimal Digits - This specifies the standard number of digits to the right of the decimal point.

14. Click the **Save** button to save the newly created currency.

Specifying the System Currency

Mark one of the currencies as the system currency *before* using VISUAL. All internal accounts and amounts appear in this currency.

You CANNOT change the system currency after you have setup exchange rates in Currency Exchange Rate Maintenance.

To set the System Currency:

1. Select the line for the currency that you want to set as the system currency.
2. Click the **Set System Currency** button.
3. Click the **Save** button.

   VISUAL places a check in the **System Currency** column of the currency you selected.

To set the Euro Currency:

1. Select the line for the currency that you want to set as the Euro currency.
2. Click the **Set Euro Currency** button.
3. Click the **Save** button.

   VISUAL places a check in the **Euro Currency** column of the currency you selected.

Specifying Exchange Buy and Sell Rates

Set exchange rates in VISUAL to capture proper exchange rate differentials on transactions at the appropriate time. The exchange rates are expressed as the sell rate and are affected daily.

VISUAL expresses sell rates in one of two ways:

- ❒ One unit of System to the Foreign equivalent (1S=>F)
- ❒ One unit of Foreign to the System equivalent (1F=>S)

Calculation by Forced Reciprocal

Under accounting rules VISUAL must force the reciprocal exchange rates except in banking institutions. All exchange rates are expressed in the sell rate. VISUAL automatically expresses the reciprocal depending upon the expression your company uses.

Calculation by Rounding

VISUAL supports Euro by ensuring rounding consistency in transaction currency values. All documents must balance prior to acceptance by any other module. The practice that VISUAL incorporates to ensure consistency is based on line level information as well as summary information. VISUAL has a rounding line that automatically defaults to your user defined accumulated rounding account on the Income Statement.

Calculation by Triangulation

Record the business transactions of all participating member countries in dual currency; the member countries national currency as well as the Euro value. VISUAL accomplishes this task by setting the system to a multiple currency application.

The acceptable method for conversion of a participating Euro member country is for the member country to convert to the Euro value before converting to the other member countries currency value.

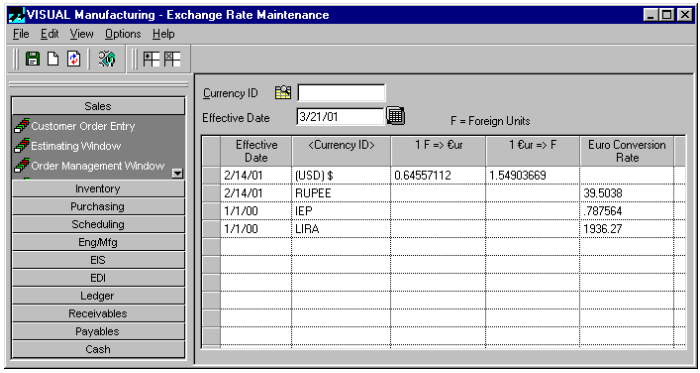
VISUAL provides the exchange rate field to hold 15 characters in length with up to eight decimal places for precision.

Setting Currency Exchange Rates

You can set exchange rates between the system currency and other currencies. You can enter new rates as often as necessary. The rates are maintained along with the effective date.

To set an exchange rate:

1. In the Exchange Rate Maintenance window, enter the Currency ID of the foreign currency for which you want to set the exchange rate.



   You can also click the **Browse** button to make your selection from the list of defined currencies.

   The existing exchange rates (if any) appear in the table.

   Select the row header of the currency that you want.

2. Click the **Insert Row** toolbar button to insert the new entry.
3. VISUAL populates the effective date field with the current (system) date. If you want a date other than the current system date, click the **Calendar** button to select a date, or enter the date in the field provided.
4. VISUAL populates the Currency ID.
5. Enter the Rate in the column field titled 1 F=>(USD)$.

   The 1F=>(USD)$(formerly Sell Rate) is the rate at which you exchange one unit of foreign currency for the equivalent in the system currency. Use this rate when dealing with a customer with a foreign currency.

   For example, if a British customer orders a product that sells for $100, apply the Sell Rate (in this case .61) to calculate the price in pounds.

   $100 x .61 = £ 61

6. Enter the Rate in the column field titled 1 (USD)$=>F.

   The 1 (USD)$=>F (formerly Buy Rate) is the rate at which you exchange one unit of system currency for the equivalent in the foreign currency. Use this rate when dealing with a vendor of a foreign currency.

7. Click the **Save** toolbar button to save all changes.

8. Click the **New** toolbar button and repeat this process for each new foreign currency that you need to set.

   To modify an existing rate, simply modify one of the rates and press the **Save** toolbar button. VISUAL populates the fields when you tab out of the field.

   To delete an unwanted entry, select the row and click the **Delete** Row toolbar button. You cannot delete if there are any transactions using the rate.

Chapter 16

Multi-Currency

Multi-Currency

The single European currency named the Euro began on January 1, 1999. The Euro is the official monetary unit of 11 member nations of the European Union. The Euro currency was primarily created to further integrate the European market. The Euro is expected to create a more transparent market by removing price fluctuations between countries and stabilizing interest rates. Cross border transactions become increasingly attractive due to the elimination of exchange rate fluctuations associated with currency conversions.

VISUAL contains additional modules for the EURO. The module functionality adapts the database to the universal European currency guidelines set by the Madrid Council. During the phase-in period, all companies in the European Common Community (ECC) need to view their business transactions in at least two currencies simultaneously. When set, VISUAL tracks the currencies of ECC countries and enables you to report in either Native or Euro currency.

VISUAL determines and converts historical balances for accounts based on the exchange rate in effect when the transaction originates. VISUAL can revalue selected accounts to the "current" rate using the Revaluation Tool. Use the revaluation tool to set account balances to reflect the appropriate values for System and Tracking currencies based on each currencies exchange rate movement. VISUAL complies with the rounding and conversion rules set by the European Monetary Union (EMU). Euro functionality focuses on the complete change over from an enterprises national currency to The Euro.

Infor VISUAL Financials has included an additional utility in the 6.2 release to help those companies who will be required to convert all native currency to Euro currency. As of late July 2002, all ECC members are required to convert their monies to Euro currency. The Euro conversion utility is designed to convert **all** manufacturing-related financial/cost information to the new currency based on a single exchange rate (supplied by the system or set by the user). This function will also work to change the default currency (DEF) to an ISO values currency code.

Glossary of Multi-Currency Terms and Definitions

Control Account - The Control Account is the account in the general ledger that makes up the sum of all the account balances of the sub-accounts (subsidiary ledger). The control account holds the balances for each currency in which there is a sub-account currency. The currency balances that are maintained are account, entity, system, and tracking.

Currency Revaluation 'Subsidiary Accounts' - Currency revaluation of accounts receivable and accounts payable would affect only those accounts that have open balances. Revaluation would never affect transactions that have been settled in full; therefore, when setting account balances to their proper value based on transactions denominated outside the accounts normal currency, you typically only need to look at open items. However, because of movements in rates and the nature of revaluation some accounts could have no open items in an account yet still hold an account balance (as well as multiple tracking currencies). VISUAL examines A/R and A/P related accounts with no unapplied items or account balances. If VISUAL identifies any of these accounts, balances for each currency held is written-off down to zero. This is "zero value revaluation."

ECB - European Central Bank. The central bank that coordinates the Euro countries banking business.

ECC - European Common Community group that represents the 11 European Monetary Union countries.

EMU - European Monetary Union (EMU) is the governing body overseeing the regulations related to Euro.

ESCB - European System of Central Banks. The centralized banking system for the Euro.

EU - This is the currency code for the universal European single currency.

USGAAP - US Generally Accepted Accounting Principles. These are the accounting rules to follow in the United States.

FASB 52 - FASB 52 are U.S. regulations in relation to foreign operations and exchanges.

IAS - International Accounting Standards. The accounting rules that applies to international business.

IAS 21 - International regulation related to foreign operations and exchange.

Madrid Council - The council made up of 11 member countries that were involved in and signed the treaty to create a single currency for Europe.

Revaluation - An amount denominated in currencies outside a nation's normal currency fluctuates daily. Revaluation is the process of assessing and resetting currency balances to reflect a company's true purchasing power through monies held, debts to pay, or amounts owed to your company.

Subsidiary Accounts - The Subsidiary Accounts are the accounts that hold the specific Customer or Vendor related detail information. These accounts are tied to a G/L control account. Every entry to the subsidiary account causes a corresponding entry in the control account. This controls the sum of the open items in the A/P or A/R accounts to equal the value reported on the General Ledger. Any transaction that is specific to a Customer or Vendor account (Invoice, Memo, Unapplied Cash, Deposits, etc.) affects the individual subsidiary account as well as the G/L Control Account.

Translation - Translation is a regulatory term, which denotes the restatement of local currency G/L balances to an organization reporting currency. When you enter a currency transaction into the system, VISUAL displays the transaction currency values. The display is merely the converted (translated) transaction currency amounts.

Triangulation - Triangulation is the recommended conversion method that applies when a member country converts another member's national currency to their own national currency according to the Maastricht Treaty.

Reporting Foreign Currency

You must report conversion of foreign currency to the General Ledger in accordance with the FASB 52 and IAS 21. VISUAL addresses the specific instructions that both of the agencies have issued. Both regulations classify foreign operations into one of two categories:

- ❒ Foreign operations integral to the operations of the reporting entity

OR

- ❒ Foreign operations, which are NOT integral to the operations of the reporting entity.

Integral foreign operations are those that have significant **influence and/or control** over another. For example, a Parent / Child Company relationship is an integral foreign operation. The "Parent Company" can exercise significant control over how the "Child Company" conducts business.

Non-integral foreign operations are those that own a significant **investment** in another company's assets; however, the Ownership Company does not have any influence over how the other conducts their business. For example, the owning company owns a significant share of the subordinate company's stock.

The amount of the investment in the Ownership Company determines the reporting method. The investment level determines whether the company reports the investment as a component of a holding company's balance sheet or reports their ratio of investment on a financial statement line item basis as part of their own financial statements.

Reporting Euro Currency

The Euro currency **REPLACES** the national currencies of member countries. Express this term as One Euro unit to its national relative unit.

VISUAL provides a Euro compliant system by providing the ability to:

- ❒ Irrevocably set the exchange rates for participating currencies.
- ❒ Record transactions in dual currencies; the Euro and National currency unit for companies operating in the participating countries.
- ❒ Store and accumulate balance information in Euro tracking currency.
- ❒ Track material currency movement through inventory and ultimately through the costing process. This process satisfies the Generally Accepted Accounting Principles (GAAP) method of recording historical currency values through Inventory and Cost of Goods Sold.

Activating the Euro Currency

Before you can begin using the Euro functionality of a member country in the VISUAL modules, you must activate the database.

Follow the basic steps to activate the database for Euro Currency:

Create the EU currency using the **Currency Maintenance** toolbar button on the Exchange Rate Maintenance window.

- ❒ Set EU Currency
- ❒ Set EU as Tracking Currency
- ❒ Set the Exchange Rate to apply to all history
- ❒ Set the Rounding Account from the G/L to apply Exchange Rate gains and/or losses
- ❒ Set the Current System Currency as a participant
- ❒ Enter the One-time Exchange Rate
- ❒ Enter the Fixed Rate

Refer to Chapter 15 for detailed instructions on creating the EU Currency.

Handling Euro Transactions

Note: *After July 2002, country currencies of ECC members will no longer exist. All currencies within the ECC will use the Euro currency.*

Currency Conversion

When you activate the Euro, VISUAL records every transaction in dual currency. For the participating member countries all business transacted is recorded in the member countries National currency (system) and the Euro value.

VISUAL handles the conversion process of a non-system currency to a foreign currency by first converting the foreign currency to the system (national) currency before converting other currency values.

Euro conversion rules dictate that the transaction currency be translated first to the Euro then to the National (Local) and any other currency. This method is described as Triangulation.

Article 235 of the Maastricht Treaty outlines the rules for conversion and rounding between the national currencies and the Euro. The controlling unit of measure, under this regulation is the Euro.

Triangulation Method

VISUAL employs the Triangulation Method of conversion for Euro enabled databases. Euro conversion rules dictate that the transaction currency be translated first to the Euro then to the National (Local) and any other currency.

Under the Triangulation method, convert the national transaction currency first to the Euro value (held to a minimum of three decimal places) before the conversion to the second national currency.

Conversion Rule

On January 1, 1999, the EMU set an irrevocable currency rate against the Euro for all 11 participating countries. The member countries and their irrevocable rates are:

Austria	13.7603	Italy	1936.27
Belgium	40.3399	Luxembourg	40.3399
Finland	5.94573	Portugal	200.482
France	5.94573	Spain	166.386
Germany	1.95583	Netherlands	2.20371
Ireland	0.787564		

VISUAL treats the Euro as the system currency, and therefore is in compliance with the Madrid Council rulings. VISUAL also converts values in any other national currency or foreign currency. The major requirement set for determining the Euro value is that it adheres to the rules of conservatism using either the Sell Rate or the Buy Rate, whichever is lower. VISUAL takes the currency translation to eight decimal places, which also equates to the conservatism formula.

When your company operates in a Euro zone, your database is set to include the Euro and the existing system currency is set as a participant, VISUAL converts all non-system and/or Euro currency transactions to the equivalent Euro currency values first, before determining any other currency values. In essence the Euro becomes the system currency which is the base of all conversions.

Euro Conversion Issue

For companies that operate in a Euro country, which are not denominated in Euro, must convert all currency transactions to the Euro value before converting to the existing national currency value. (This is the triangulation method.)

If an organization elects to designate the System as an ECC country system, VISUAL mandates the creation of the Euro currency and the exchange rate to be set to 1.0. In addition, the system forces the exchange rate on the "participant system currency" (assuming the system currency corresponds to one of the participating EMU countries).

If you decide to change the database to a Euro system:

1. Euro holds as a unit of 1.0, and therefore effectively becomes the system currency for these databases.
2. Legacy National (functional) currency requires the irrevocable exchange rate to be set for each member currency.
3. VISUAL will not let you set exchange rates dated before 01/01/1999.
4. After the 01/01/1999 EU rate is set, VISUAL does NOT allow you to edit exchange rate maintenance.

After you have set the rates for the organization(s) that need to change over to the Euro, VISUAL removes the capability to set the rate for those currencies through Currency Exchange Rate Maintenance. The rates between the Euro and these national countries **never** change. In addition, the system does not allow the exchange rates between member currencies and the Euro to be changed during transaction input.

Dual Currency Transactions

Member countries of the European Common Community (ECC) must be Euro compliant. If your company does business with European countries, VISUAL's database tracks all transactions in the national and Euro currencies. If your company is a member of the ECC, the Euro currency and all Euro transactions become the system currency while the national currency is treated subordinate to the Euro. To facilitate the transition to Euro all transactions that post to the system post in both System and Euro currency.

Exchange Rate Date

Currently, regulations among accounting boards differ as to the application of the exchange rate to use when posting transactions to the financial books. In some countries it is normal to use the transaction date. In other countries the system date is an acceptable means for applying exchange rates. In either case, consistency is the most important aspect in applying exchange rates. VISUAL handles the variations in the rate application by a date setting. To capture currency conversion values you can select the system date or the transaction date.

This choice is a **one-time** setting. After you make a choice and enter a transaction into the system you can no longer change the field setting.

Maintain Multiple Balances

VISUAL holds **System** and if activated **Euro** and **Tracking** currencies with the ability to accumulate period balances by currency. Every transaction that enters the system must convert and balance in core currency. Every transaction in the system must balance (double-sided entry) in each of the core currencies defined in the database. VISUAL enables you to view and report balance information in the G/L for each tracking currency as required.

Overriding Exchange Gain/Loss Accounts

Use the exchange **Gain/Loss** account overrides to establish and identify global fields for currency write-off amounts. VISUAL uses the G/L Interface Table settings for this functionality.

This functionality addresses the write-off at the level at which the currency write-off occurred. VISUAL also offers you the choice to segregate gain transactions from loss transactions, if necessary.

There are three primary areas where currency exchange gains/losses affect the system.

- ❒ Write-offs from Cash Application
- ❒ Write-offs from Check Generation
- ❒ Write-offs from Revaluation

Gains/Losses Classifications

There are two classifications of exchange gains and/or losses:

- ❒ Realized Exchange Rate Gains/Losses
- ❒ Unrealized Exchange Rate Gains/Losses

Realized Exchange Rate Gains and/or Losses occur at the time of cash collection and when applying the cash to an open invoice, or alternatively paying a vendor. In each case, the movement in exchange rates from the time of posting the invoice to either paying or receiving cash causes an exchange rate gain or loss depending on the movement in the exchange rate itself. In addition, the revaluation of foreign currency accounts to an entity's local currency is recorded as a realized gain or loss measured in the current periods income statement.

Unrealized Exchange Rate Gains and/or Losses result directly from revaluation. The translation of foreign currency financial statements to the functional currency of the reporting entity does not produce realized exchange gains or losses. Alternatively, the gains or losses are unrealized and are recorded and reported as a separate component of stockholders' equity.

VISUAL allows you the flexibility to properly define and assign specific gain and loss write-off accounts per revaluation.

Chapter 17

Costing Tools/ Audits

Costing Tools/Audits

Detail transactions provide the basis from which summary data is formed. Cost Accounting is a very crucial area for manufacturing concerns. Companies need to know that their manufacturing data is reflected in the VISUAL accounting system. There are times when this data can get out of sequence due to system failures. In order to keep the integrity of cost data; VISUAL provides a utility window (the first of its kind) to correct instances where summary records are not supported by detail transactions.

With VISUAL Costing Tools/Audits you have the ability to visually compare detail transaction records with their corresponding summary records. You also have the ability to correct them immediately or set them to correct the next time you run costing utilities. When you run **Costing Utilities** VISUAL records any necessary entries or fixes to properly reflect the manufacturing accounting data in the financial system.

The **Costing Tools** option is located on the **Admin** menu. The program option is secured by read/write access as well as program component security.

Data Inconsistencies

Sophisticated applications like VISUAL are necessary in providing assistance with the maintenance and upkeep of database information. Typically, application tools allow for detection and correction (if appropriate) of data inconsistencies.

In a business environment, data inconsistencies specifically apply to expected results in data (data inconsistencies) or to transactions (transaction inconsistencies).

Data Inconsistencies - Data inconsistencies result when the transaction values expected to be picked up in one period actually calculate into another.

To understand data inconsistencies and how transactions expected in one period can show up in another, you must first understand how VISUAL Costing Tools/Utilities accumulates and processes information. Typically, Costing Utilities assigns transactions to the period in which the transaction date falls, as your company set in Application Global Maintenance. This, however, is not consistent when transactions dated with a prior month transaction date (intended for the prior month) are picked up in the costing run for the current month. This may occur when the Costing Tools/Utilities feature is executed for the current month without having been run for

the prior month. If a situation occurs where costs are posted to one period when they were expected to be closed to a different period, you can run Costing Tools/Audits to effect the proper change in accounting. Technical support can also assist you in this matter.

Transaction Inconsistencies - Transaction inconsistencies occur when accumulated transaction sub-totals do not support the summation of detail transaction entries.

Typically, transaction inconsistencies occur as a result of a system crash in an update stage. In VISUAL, when you enter a transaction into the system it usually causes another record to be to updated or added to the database. VISUAL stores these "summary" records as dependent on detail transaction records. If a system crash occurs during a summary record update, database inconsistencies are quite likely to occur as well. Use VISUAL Costing Tools/Audits to check for these inconsistencies and to make the appropriate modifications.

Therefore, VISUAL covers the full spectrum of correcting possible data or transaction inconsistencies.

Security Access

The Costing Tools/Audits window is secured under normal program security. In addition, the options available (reports and tools) within the Costing Tools/Audits Window are further secured by component security. This allows specific program access to be assigned to the appropriate individuals within your organization.

SYSADM users can set the appropriate security for the Costing Tools/Audits features on a user-by-user basis.

Access program security in Application Global Maintenance from the **Admin** menu. You must have SYSADM security clearance to access program security. Within the program security area, a new program ID, VMAPLTLS, provides **Yes**, **Read Only**, and **No** security access settings. Furthermore, programs listed under the **Components** column are assigned an initial setting of **Yes**. A **Yes** setting indicates that component level security is in effect. By clicking on the **pgm security** button, located at the bottom of the window, access to the **Costing Tools** option can be denied, on a user-by-user basis.

Costing Tools/Audits Overview

VISUAL provides several recalculate functions to change transaction data within the database.

The following Recalculate options are available:

- ❒ Recalculate Distributions
- ❒ Recalculate Standard Costs
- ❒ Recalculate WIP Balances
- ❒ Recalculate Inventory Balances

The analysis reports provide a means to track the manipulated transaction data.

The following reports are available:

- ❒ Cost of Goods Analysis
- ❒ Cost Distribution Analysis
- ❒ P/O Accrual Analysis
- ❒ Journal Prep Analysis
- ❒ FIFO Analysis

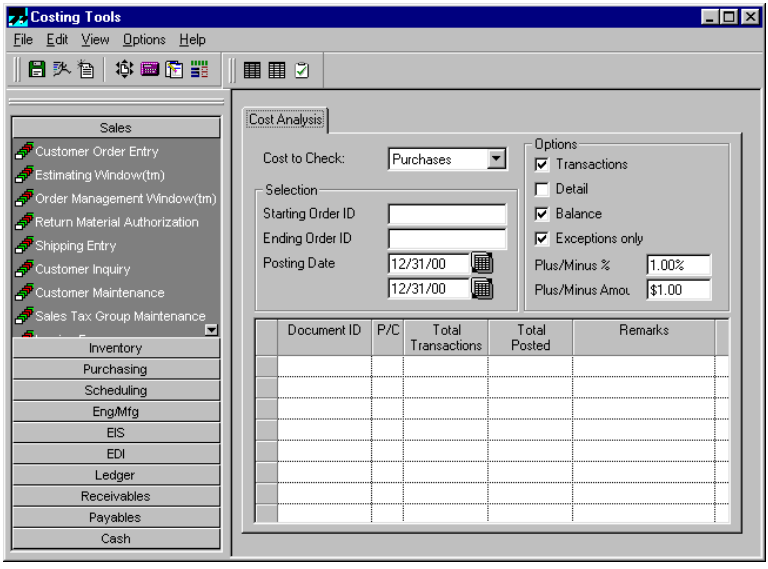
Starting the Costing Tools Window

You can access the Costing Tools/Audits window from the Admin menu of the VISUAL Main window.

To start Costing Tools/Audits:

Select **Admin**, **Costing Tools** from the VISUAL main menu.

The Costing Tools/Audits window appears.



Using Costing Tools/Audits

The Audit feature tracks and tallies various types of inventory transactions; either to a work order or to raw materials inventory (purchase or transfer), applied labor & burden, and/or indirect labor. All costs are prepared for journal entry through the **Costing Utilities** function. It is imperative that the links between the transaction held in the transaction tables, the related distribution tables, and the Work-in-process Issue & Detail tables always support one another, and more importantly tie out.

Click the down arrow next to the Cost to Check field to select one of the following options:

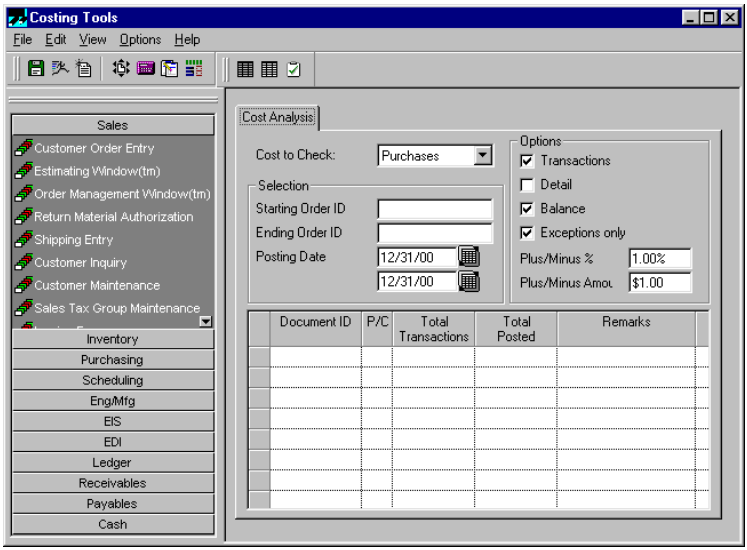
- ❒ Purchases
- ❒ WIP
- ❒ Finished Goods
- ❒ Shipments
- ❒ Adjustments
- ❒ Indirect Labor
- ❒ WIP Balance

VISUAL performs the necessary check based on your **Cost to Check** selection and also notes any discrepancy in the **Remarks** column. You can request to make the necessary correction(s) (Post) to ensure that the Manufacturing costs are kept in sync with the supporting General Ledger entries.

Costing Tools – Audit Facility

The **Costing Tools** function provides a ***check***, and if necessary, a correction (***post***) to ensure that the Manufacturing costs are kept in sync with the supporting General Ledger entries.

There are two main areas to the window: the Selection area and the Detail area.



Selection Area - Depending on the **Costs to Check** option you select, the Selection area prompts you for various description information. For example, if you select Purchase or Shipments from the **Cost to Check** combo box, VISUAL prompts you for the Order ID range. If you select WIP, Finished Goods, or WIP Balance Costs, VISUAL prompts you for the work order Base ID. If you select Adjustment or Indirect Labor costs, VISUAL prompts you for the transaction ID range. The Options area includes four possible controls depending on the type of **Cost to Check** you select. Except for WIP Balance, you have three options for all cost sections; Transaction, Detail and Exceptions. If you select WIP Balance, a Balance option appears immediately below the Details option. When you check the **Exceptions Only** check box, VISUAL activates the Plus/Minus %, and/or Plus/Minus Amount fields. These fields act as additional filters for the information that appears in the Detail Area. When you enter a value in either of these fields, only the records that exceed the exceptions value setting(s) appear on the table.

Detail Area - The Options you select in the Selection Area of the Costing Tools/Audits window, except for the **Exceptions Only** check box, control the column display in the Detail Area of the window.

Purchases

The Costing Tools/Audits feature checks purchase orders against the appropriate detail and distribution (posted) transactions. A note in the **Remarks** field identifies any discrepancies between the detail and posted transaction totals, furthermore, the values in the rows do not match.

When you access the Costing Tools/Audits window, the Posting Date defaults to the last day of the prior period. If the starting and ending ID fields are blank when you click the **Check** button, database inconsistencies may appear. However, these "inconsistencies" are simply a result of all transactions being accounted for. VISUAL displays only the details and posting totals in their respective columns.

To verify costing records:

1. Enter the Starting and Ending Order IDs.
2. Click the **Check** button.

   This populates the detail area with any transactions within the range of orders. A note in the **Remarks** column flags any cost inconsistencies.

If there are any cost inconsistencies, you may correct them using one of two possible methods; either immediately or the next time you run Costing Utilities.

To immediately correct costs:

1. Select the appropriate line(s) to correct by clicking in the corresponding row header(s).

   This places a check mark (✓) in the row header(s), indicating the line(s) to be changed.
2. Click the **Save** button.

   Costing Tools/Audits makes any necessary adjustments to the costs.

To correct costs the next time you run Costing:

1. Select the appropriate line(s) to correct by clicking in the corresponding row header(s).

   This places a check mark (✓) in the header(s), indicating the lines to change.
2. Click the **Set Posting Candidate** button.

   This correction changes the value in the Posting Candidate (P/C) column from **N** to **Y**.

   If VISUAL determines it is appropriate to do so, the adjustment will be made the next time you run Costing Utilities.

WIP

Every transaction assigned to a work order enters and flows through the WIP tables. Costing Tools/Audits reconciles the WIP transactions to the records that provide the links to the necessary transaction tables, work orders, and ultimately the GL Posting table.

To check the costs of a single work order or a range of work orders:

Enter the work order Base ID or the Starting and Ending Base Order IDs in the corresponding fields.

The Detail area of the window populates based on the selections you made in the Options section.

Note: *Remember that the Exceptions Only option excludes all entries that are less than or equal to the exception values you enter.*

As with the **Purchases Cost to Check** option, a note in the **Remarks** column flags any cost inconsistencies.

To correct any cost inconsistencies:

1. Select the appropriate line(s) to correct by clicking in the corresponding row header(s).

   This places a check mark (✓) in the row header(s), indicating the line(s) to be corrected.

2. Click the **Set Posting Candidate** button.

3. After all inconsistencies are selected for change, click the **Save** button.

   Costing Tools/Audits makes any necessary adjustments to the costs.

Finished Goods

Finished goods result from either work order receipts or shipments of work orders to customers.

When parts assigned to a work order are received into inventory (Finished Goods), the number of units and cost of the work order is assigned a FIFO layer in inventory. The costs associated with the work order are removed from WIP and classified to Inventory. When goods are shipped (if they are attached to a work order), VISUAL, through the Costing Utilities, first removes the cost from WIP and books the costs to inventory. Second, VISUAL, through the Costing Utilities, immediately removes this cost from inventory and books it to Cost of Goods Sold/ Manufactured. If the goods are in inventory (finished goods) VISUAL simply removes the cost of the FIFO layer(s) to the Cost of Goods Sold/ Manufactured.

To check the costs of a single work order or a range of work orders:

Enter the work order Base ID or the Starting and Ending Base Order IDs in the corresponding fields.

The Detail area of the window populates based on the selections made in the Options section.

As with any other **Cost to Check** option, a note in the **Remarks** column flags any cost inconsistencies.

To correct cost inconsistencies:

1. Select the appropriate line(s) to correct by clicking in the corresponding row header(s).

   This places a check (✓) mark in the row header(s), indicating the line(s) to be corrected.

2. Click the **Set Posting Candidate** button.
3. After all inconsistencies are selected for change, click the **Save** button.

Shipments

Shipment transactions are related to customer orders in VISUAL. The transaction entries prepared by Costing Utilities and/or posted by Post Manufacturing Journals depend on whether the transactions are linked customer-to- work order(s) or simply shipments for inventory.

If the shipments are for customer orders linked to one or more work orders, VISUAL closes the work order and transfers all costs to inventory. Subsequently the costs of the work order (now in inventory) are transferred to Cost of Goods Sold/Manufactured.

If a shipment is for inventory (customer orders not linked to one or more work orders), Costing Utilities removes costs from inventory and posts them directly to the Cost of Goods Sold/Manufactured.

Customer orders also affect costing. As mentioned in the Finished Goods section, the shipment of customer orders may potentially affect full shipment status, thereby affecting the cost of open work orders in WIP. Shipments of customer orders or inventory ultimately remove costs from inventory and reclassify them to Cost of Sales.

To verify costing records:

1. Enter the Starting and Ending Order IDs.
2. Click the **Check** button.

   This populates the Detail area with transactions. Similar to other **Cost to Check** options, a note in the **Remarks** column flags any cost inconsistencies.

To correct cost inconsistencies:

1. Select the appropriate line(s) to correct by clicking in the corresponding row header(s).

   This places a check mark (✓) in the row header(s), indicating the line will be changed.

2. Click the **Set Posting Candidate** button.

   This changes the value in the P/C column from **N** to **Y**.

3. Click the **Save** button.

   Costing Tools/Audits makes any necessary adjustments to the costs.

Adjustments

Adjustments relate to inventory corrections resulting from inconsistencies between the perpetual inventory records and actual quantities held in inventory. Each adjustment either adds an inventory cost layer (FIFO) to inventory or subsequently removes costs from one or more layers.

To check the costing records:

1. Enter the Starting and Ending Transaction IDs.
2. Click the **Check** button.

   This populates the table with transactions. As with other **Cost to Check** options a note in the **Remarks** column flags any cost inconsistencies.

To correct cost inconsistencies:

1. Select the appropriate line item(s) to correct by clicking in the corresponding row header(s).

   This places a check mark (✓) in the row header(s), indicating the line(s) to be changed.

2. Click the **Set Posting Candidate** button.

   This changes the value in the **P/C** column from **N** to **Y**.

3. Click the **Save** button.

   The Costing Tools/Audits make any necessary adjustments to the costs.

Indirect Labor

Indirect labor consists of labor transactions that cannot be linked directly to specific work orders, yet are an essential component in the overall manufacturing process.

VISUAL assumes that all labor is booked to a general payroll account. As direct and indirect labor is applied, these costs are removed from the general payroll account and booked to WIP, Indirect Labor, or Cost of Sales. These transactions are entered into VISUAL through the labor ticket entry window; the only difference is that you must set the transaction type on the labor ticket to Indirect as opposed to Setup or Run.

To check the costing records:

1. Enter the Starting and Ending Inventory Transaction IDs.
2. Click the **Check** button.

   This populates the Detail area of the window with transactions. Similar to other **Cost to Check** options, a note in the **Remarks** column flags any cost inconsistencies.

To correct cost inconsistencies:

1. Select the appropriate line(s) to correct by clicking in the corresponding row header(s).
2. Click the **Set Posting Candidate** button.

   This changes the value in the P/C column from **N** to **Y**.
3. Click the **Save** button

   Costing Tools/Audits makes any necessary cost adjustments.

WIP Balance

The WIP Balance account supports WIP distribution table records. If any corrections are required for any of the other transaction types, WIP Balance checks for database inconsistencies.

To check the costs of a single work order or a range of work orders:

Enter the work order Base ID or the Starting and Ending Base IDs in the corresponding fields.

The Detail area of the window populates based on the selection made in the **Options** section of the Selection area.

Similar to the other **Cost to Check** options a note in the **Remarks** column flags any cost inconsistencies.

To correct cost inconsistencies:

1. Select the appropriate line(s) to correct by clicking in the corresponding row header(s).

   This places a check mark (✓) in the row header(s), indicating the line(s) to be corrected.

2. Click the **Set Posting Candidate** button.

3. Click the **Save** button.

   Costing Tools/Audits makes any necessary adjustments to costs.

Printing Costing Reports

Printing Cost of Goods Sold Analysis Report

This report provides a means to analyze your cost of goods sold by customer order.

1. Select **File**, **Print Cost of Goods Analysis** from the menu.

   The Cost of Goods Sold dialog box appears.

2. Enter the following information in the Cost of Goods Sold dialog box.

   End Date of Accounting Period - Click the **Calendar** button and enter any date within the accounting period you want, or enter the date in the field provided.

   VISUAL automatically determines the end date when you tab out of the field.

   Fiscal Period - VISUAL automatically determines the month and year based on the information you entered in the End Date of Accounting Period field.

2. Click the down arrow to select one of the following output options from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

3. Select one of the two options in the **Type** group box.

   Analysis Report - Select the Analysis report to compare cost of quantity received to the cost of quantity shipped and posted to cost of goods sold. For each customer order, the report lists the Part ID shipped, the costed and shipped quantity by work order, and their values. The values on this report are the actuals from the work order(s). With actual costing, work order costs can be affected across several periods; this report shows you a total cost by month for the last four months.

   This report has an option to print for exceptions only, based on parameters you supply. By clicking on the **Exceptions Only** check box, you can then specify a Plus/Minus % deviation and / or a Plus/Minus Amount deviation. This is a useful tool to help determine if there are any missing transactions or costing information.

   For example, if you received an order to inventory for $1000.00 and the shipment (issue) is valued at $1000.00; however, the Cost of Goods Sold value is $200.00, this indicates that the Shipments Journal needs to be run to capture the $800.00 balance to Cost of Goods Sold.

   Margin Report - Select the Margin report to view the margin earned on that product by customer order and line item shipped. Information in the report includes ship quantity, revenue, actual cost, margin, estimated cost and a variance between estimated and actual cost. For each customer order, this report also shows you total revenue versus total actual costs and total revenue versus estimated costs with the respective margins. Use this tool to highlight where costs have deviated from estimate and which work orders may need to be reviewed.

   The option available for this report is to print all orders that affect Cost of Goods Sold for that period or only those orders shipped during that select period. Orders shipped in a previous period may affect Cost of Goods Sold in the current period due to changes to the order shipped such as posting of Accounts Payable Invoices or edits to Labor Tickets.

4. Click the **Print Setup** button to modify printer options.

5. Click the **Print** button to output the report.

   VISUAL prints the report.

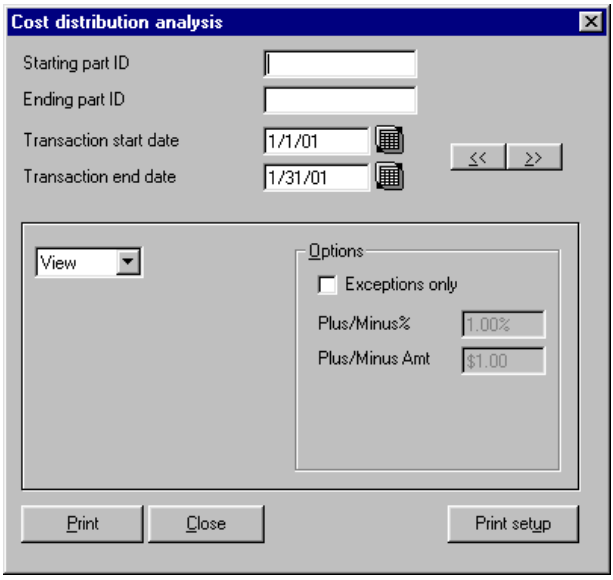
Printing Cost Distribution Analysis Reports

Use the Cost Distribution Analysis report to show how costs for a given item were issued at FIFO or how costs were distributed due to links between the Work Order requirement and the Purchase Order, or the Work Order and Customer Order in the case of a buy / resell part or manufactured part.

This report shows the Out Transaction ID (issue a shipment) and the associated In Transaction IDs (Purchase Order receipts or Work Order receipts) from which the issue received its costs. The total dollar value of the issue should be equal to the total dollar value of all receipts consumed by the issue. Use this report to determine and/or analyze any cost inconsistencies in a part's inventory valuation. You can search for a Plus/Minus cost % or a Plus/Minus cost amount.

1. Select **File**, **Print Cost Distribution Analysis** from the menu.

   The Cost Distribution Analysis dialog box appears.



2. Enter the following information in the Cost Distribution Analysis dialog box.

   Starting Part ID - Enter the starting part ID in the field provided.

   Leave this field and the Ending Part ID field blank to print all parts.

   Ending Part ID - Enter the ending part ID in the field provided.

   Leave this field and the Starting Part ID field blank to print all parts.

Transaction Start Date - Click the **Calendar** button to select a start date, or enter the start date in the field provided.

Transaction End Date - Click the **Calendar** button to select an end date, or enter the end date in the field provided.

Use the **Arrow** buttons to change the Transaction Start and End Dates to previous months or future months. VISUAL automatically enters the first and last days of the accounting period in the respective fields.

3. Click the down arrow to select one of the following output options from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

5. Enter the following information in the **Options** group box.

   Exceptions Only - Click the **Exceptions Only** check box to print exceptions.

   Plus/Minus% - Specify a Plus/Minus % deviation.

   Plus/Minus Amt - Specify a Plus/Minus Amount deviation.

6. Click the **Print Setup** button to modify printer options.

7. Click the **Print** button to output the report.

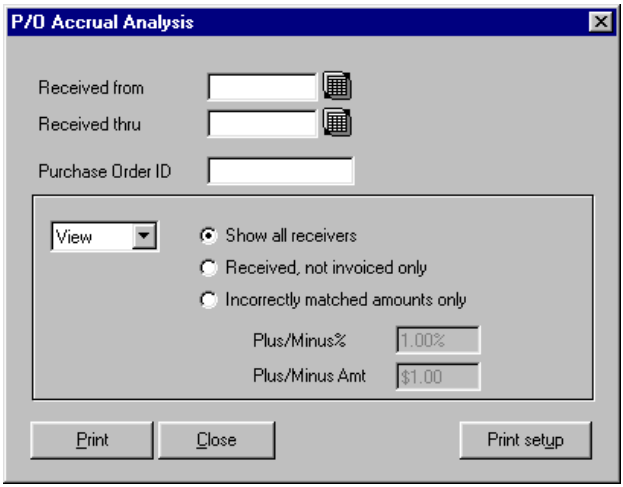
   VISUAL prints the report.

Printing P/O Accrual Analysis Reports

Use the P/O Accrual Analysis report to review purchase order receipts against the amount invoiced against those receipts. VISUAL automatically accrues purchase orders that have been received by debiting the account on the purchase order and crediting the purchase accrual account from the interface table. To create this accrual, VISUAL uses the value from the purchase order. When the invoice is entered and matched to the receiver, the accrual is effectively moved to accounts payable with any difference in amounts booked to the proper accounts.

1. Select **File**, **Print P/O Accrual Analysis** from the menu.

   The P/O Accrual Analysis dialog box appears.



2. Enter the following information in the P/O Accrual Analysis dialog box.

   Received From - Click the **Calendar** button to select a date, or enter the date in the field provided.

   Received Thru - Click the **Calendar** button to select a date, or enter the date in the field provided.

   Purchase Order ID - Enter the Purchase Order ID in the field provided.

3. Click the down arrow to select one of the following output options from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. Select the appropriate report options.

   The options for this report are to print all receivers, any receivers not matched to invoices and for any incorrectly matched amounts. This last option allows you to apply sensitivity to it with a Plus/Minus % and or a Plus/Minus Amount deviation.

   Choose from one of the following:

   - ❒ Show All Receivers
   - ❒ Received, Not Invoice Only
   - ❒ Incorrectly Matched Amounts Only

6. Click the **Print Setup** button to modify printer options.
7. Click the **Print** button to output the report.

   VISUAL prints the report.

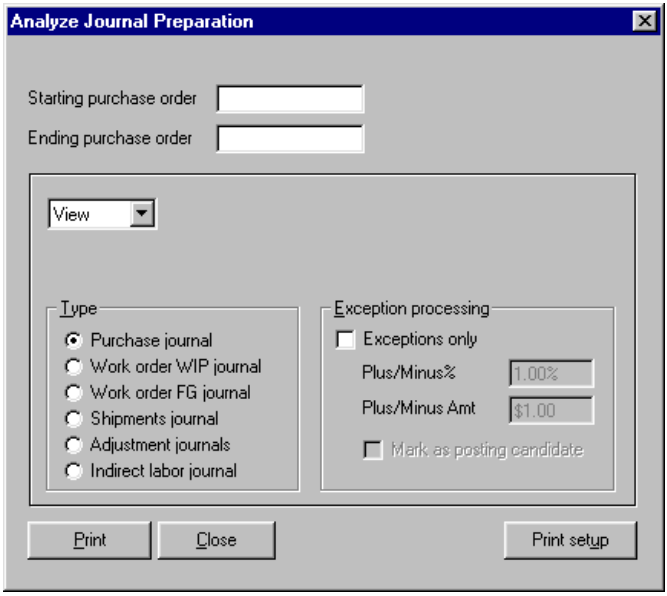
Printing Journal Preparation Analysis Reports

The Journal Analysis report examines each purchase order, work order, sales order, adjustment and indirect labor ticket, and attempts to determine if the item's current value, based on its inventory transactions, labor tickets, service receipts, direct invoices, is equal to the value posted to the general ledger.

You can run this report for a range of orders or transactions for the selected journal type, or for all orders or transactions for that journal. You can also run for exceptions only. You can define the exception parameters in the Plus/Minus % and or the Plus/Minus Amounts fields. When running this report for exceptions, you should also click the **Mark as Posting Candidate** check box. This tells VISUAL that any transaction that is not equal to be reevaluated with the next run of the Costing Utilities Receipt Transaction and Inventory Transaction costing functions.

1. Select **File**, **Print Journal Preparation Analysis** Report from the menu.

   The Analyze Journal Preparation dialog box appears.



2. Enter the following information in the Analysis Journal Preparation dialog box.

   Starting Purchase Order - Enter the starting purchase order in the field provided if you request information on the Purchase Journal.

Ending Purchase Order - Enter the ending purchase order in the field provided if you request information on the Purchase Journal.

3. Click the down arrow to select one of the following output options from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. Select one of the following options in the **Type** group box.

   - ❒ Purchase Journal
   - ❒ Work Order WIP Journal
   - ❒ Work Order FG Journal
   - ❒ Shipments Journal
   - ❒ Adjustment Journals
   - ❒ Indirect Labor Journal

5. Enter the following options in the **Exception Processing** group box.

   Exceptions Only - Click the **Exceptions Only** check box to print exceptions.

   Plus/Minus% - Enter plus or minus percentage deviation.

   Plus/Minus Amt - Enter plus or minus amount deviation.

   Mark as Posting Candidate - Click the **Mark as Posting Candidate** check box to reevaluate any transactions that are not equal with the next run of the Costing Utilities Receipt Transaction and Inventory Transaction costing functions.

7. Click the **Print Setup** button to modify printer options.

8. Click the **Print** button to output the report.

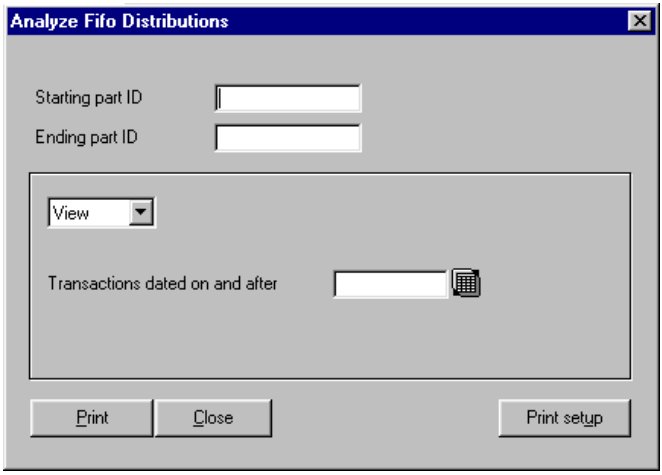
   VISUAL prints the report.

Printing FIFO Analysis Reports

Use this report to analyze FIFO Distributions for transactions within a specified range.

1. Select **File**, **Print FIFO Analysis Report** from the menu.

   The Analyze FIFO Distributions dialog box appears.



2. Enter the starting and ending Part IDs for the report in the **Starting Part ID** and **Ending Part ID** fields.
3. Click the down arrow to select one of the following output options from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.
4. Click the **Calendar** button beside the Transactions Dated On and After field to select a date, or enter the date in the field provided.
5. Click the **Print Setup** button to modify printer options.
6. Click the **Print** button to output the report.

   VISUAL prints the report.

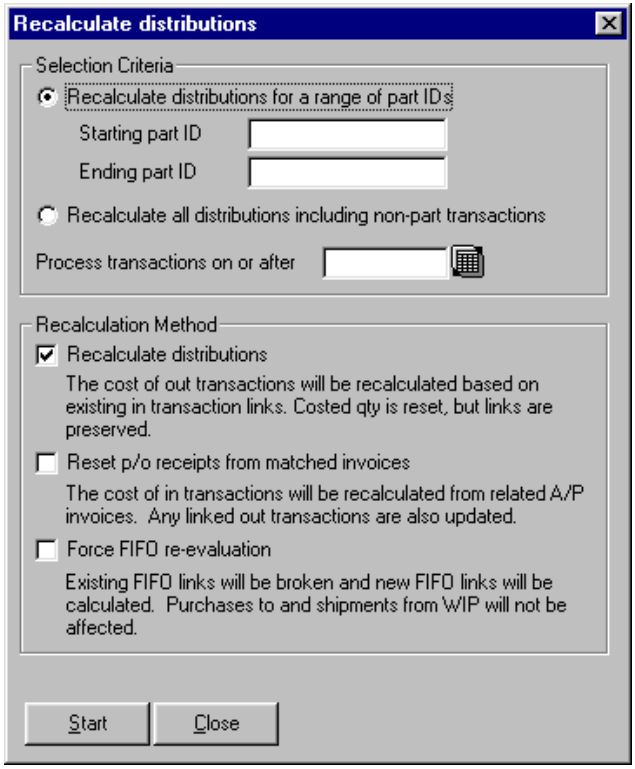
Recalculating Balances & Costs

Recalculating Distributions

The Recalculate distribution function corrects transactions that have not been costed correctly. This function reexamines, for the selected part(s) and date(s), the receipts and related issues of that part. If any discrepancies in quantity or cost are found, those transactions are flagged as posting candidates and are re-costed with the next run of the Costing Utilities. There is no report available to print with this function.

1. Click the **Recalculate Distributions** toolbar button, or select **Options**, **Recalculate Distributions** from the menu.

   The Recalculate Distributions dialog box appears.


Recalculate distributions
Selection Criteria
Recalculate distributions for a range of part IDs
Starting part ID
Ending part ID
Recalculate all distributions including non-part transactions
Process transactions on or after
Recalculation Method
Recalculate distributions
The cost of out transactions will be recalculated based on existing in transaction links. Costed qty is reset, but links are preserved.
Reset p/o receipts from matched invoices
The cost of in transactions will be recalculated from related A/P invoices. Any linked out transactions are also updated.
Force FIFO re-evaluation
Existing FIFO links will be broken and new FIFO links will be calculated. Purchases to and shipments from WIP will not be affected.
Start
Close

2. Select from one of the two options:
   - ❒ Recalculate Distributions for a Range of Part IDs
   - ❒ Recalculate All Distributions Including Non-Part IDs

3. If you chose to Recalculate Distributions for a Range of Part IDs, enter the following information:

   Starting Part ID - Enter the starting part ID in the field provided.

   Ending Part ID - Enter the ending part ID in the field provided.

   Leave both fields blank to print all part IDs.

4. If you chose to Recalculate All Distributions Including Non-Part IDs, enter the following information:

   Process Transactions On or After - Click the **Calendar** button to enter a date to process transactions on or after, or enter the date in the field provided.

5. Select any check boxes that apply in the **Recalculation Method** group box.

   - ❒ Recalculate Distributions
   - ❒ Reset PO Receipts From Matched Invoices
   - ❒ Force FIFO Re-evaluation

6. Click the **Start** button to recalculate the distributions.

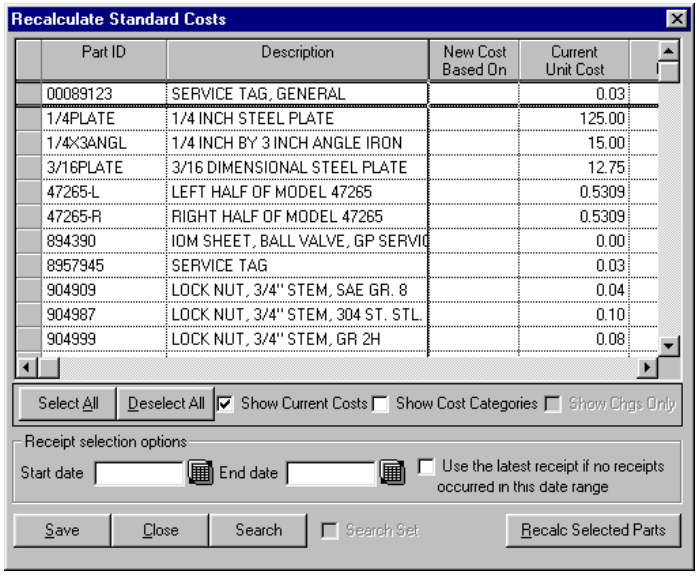
Recalculating Standard Costs

The Recalculate Standard Costs function updates the standard costs of selected parts using the average of receipt costs for a given period.

For example, Part A may have a standard cost of $.50, which you defined in Part Maintenance. If, however, you have been receiving Part A with costs between $.65 and $.99 for the past three months, you may want to use the Recalculate Standard Costs function to update the standard cost for Part A.

1. Click the **Recalculate Standard Costs** toolbar button or select **Options, Recalculate Standard Costs** from the menu.

   The Recalculate Standard Costs dialog box appears with a list of parts in your database.


Recalculate Standard Costs
Part ID
Description
New Cost Based On
Current Unit Cost
00089123 SERVICE TAG, GENERAL 0.03
1/4PLATE 1/4 INCH STEEL PLATE 125.00
1/4X3ANGL 1/4 INCH BY 3 INCH ANGLE IRON 15.00
3/16PLATE 3/16 DIMENSIONAL STEEL PLATE 12.75
47265-L LEFT HALF OF MODEL 47265 0.5309
47265-R RIGHT HALF OF MODEL 47265 0.5309
894390 IOM SHEET, BALL VALVE, GP SERVIC 0.00
8957945 SERVICE TAG 0.03
904909 LOCK NUT, 3/4" STEM, SAE GR. 8 0.04
904987 LOCK NUT, 3/4" STEM, 304 ST. STL. 0.10
904999 LOCK NUT, 3/4" STEM, GR 2H 0.08
Select All
Deselect All
Show Current Costs
Show Cost Categories
Show Chgs Only
Receipt selection options
Start date
End date
Use the latest receipt if no receipts occurred in this date range
Save
Close
Search
Search Set
Recalc Selected Parts

2. Select a part for which you want to recalculate the standard cost.

   You can click the **Select All** button to select all of the parts, or click the **Search** button to search for a specific part.

3. Select any other check boxes that assist you in finding the part you need.

   - ❒ Show Current Costs
   - ❒ Show Cost Categories
   - ❒ Show Changes Only

4. Enter the following information in the Receipts Selection Options group box.

Start Date - Click the **Calendar** button to select a start date for the receipt period, or enter the start date in the field provided.

End Date - Click the **Calendar** button to select an end date for the receipt period, or enter the end date in the field provided.

VISUAL uses the receipts of the chosen part during this time period to recalculate the part's standard cost.

Use the Latest Receipt if No Receipts Occurred in this Date Range - Select this check box, if appropriate.

5. Click the **Recalc Selected Parts** button.

   VISUAL recalculates the standard costs for the selected parts.

   The new costs appear in the **New Unit Cost** column.

6. Click the **Save** button to save the new standard costs, or **Close** to close the dialog box without saving the new standard costs.

Chapter 18

Manufacturing Costing

Manufacturing Costing

In order to determine an organization's profits and / or losses, the costs associated with the production of the end (marketable) product must be accumulated, measured, and recorded.

VISUAL offers three methods for generating manufacturing costs; Standard Cost, Actual Job Order Cost, and Average Cost. You can set up your database to use one of these options.

This chapter examines Standard, Actual, and Average Costs.

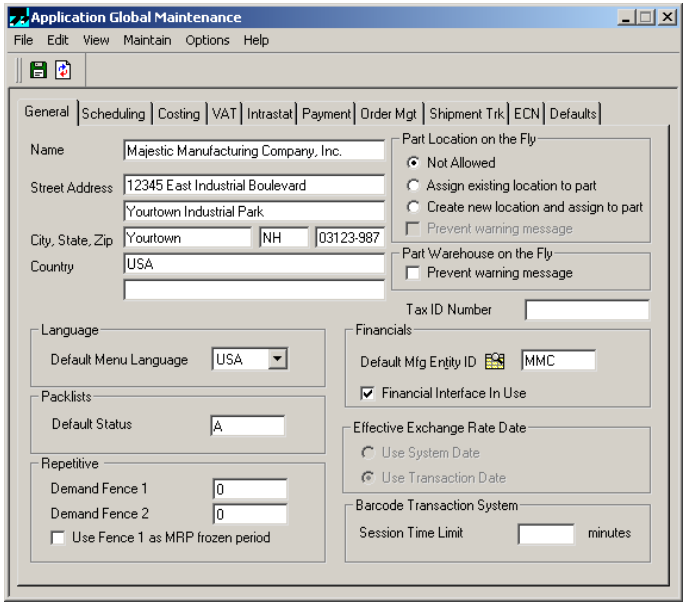
Database Cost Setup

Global Parameters

This database setup instruction is for the administrator of your company for the purpose of implementation. Administration must determine the global parameters for the costing method (Standard, Actual, or Average Costing) of the database before you begin. You must make this choice before implementing the VISUAL software. Your costing choice is setup using Infor VISUAL Financials Application Global Maintenance and is a one-time selection. VISUAL preserves the one-time, final setting because it is critical to maintaining the integrity of your database.

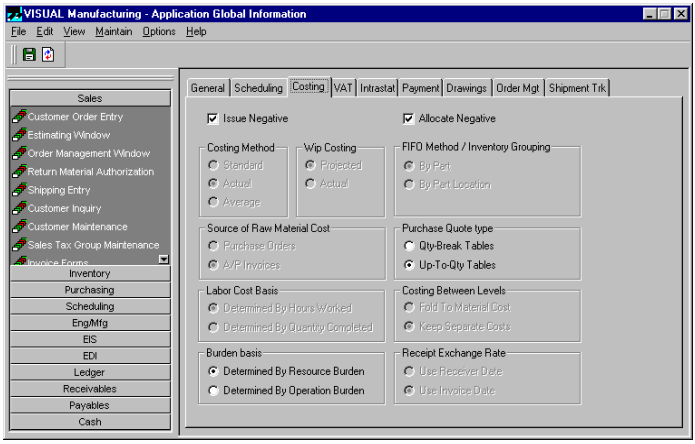
1. Select **Admin**, **Application Global Maintenance** from the Infor VISUAL Financials Maintenance menu, or from the side menu bar if you are already in a window.

   The Application Global Maintenance window appears.



2. Select the **Costing** tab.

   The Costing tab information appears.



3. In the **Costing Method** group box, select one of the following options: **Standard**, **Actual**, or **Average**.

❒ Standard Costs

- Purchase Material at Standard with PPV (Purchase Price Variances)
- Manufacturing Variances Upon Receipt from Work Order
- Labor & Burden Cost Charged to the Work Order at Resource Standard
- Service Costs at Standard

❒ Actual Costs

- Raw Materials Valued at PO or A/P Invoice
- Inventory Valued at FIFO or Purchased to a Job
- Labor Charged at Actual Employee Rate
- Burden Basis Options:

  Resource Rate(s) = causes VISUAL to use the rates in the reported shop resource to compute actual burden.

  Operation Rate(s) = causes VISUAL to use the burden rates in the work order operation to compute actual burden.
- Service Costs at Actual PO or Invoice Value

- ❒ Average Costs
  - – Raw Materials Valued at PO or A/P Invoice
  - – The Perpetual Average of the Inventory = Total value by total quantity.
  - – Labor Charged at Actual Employee Rate
  - – Burden Basis Options:

    Resource Rate(s) = causes VISUAL to use the rates in the reported shop resource to compute actual burden.

    Operation Rate(s) = causes VISUAL to use the burden rates in the work order operation to compute actual burden.
  - – Service Costs at Actual PO or Invoice Value

4. If you are using Actual Costing or Average Costing, select the following options from the WIP Costing (method for valuing partial receipts) group box. Choose from **Projected** or **Actual**.

IF the database is set to Actual Cost or Average Cost, determine WIP Costing (Receipts) either Actual or Projected

- ❒ Valuation Method for **Partial Receipts**
  - – Actual – Uses Total Cost to Date
  - – Projected – Calculated Value, Can Not Exceed Actual to Date per Cost Component
  - – Final Valuation at Completion of Work Order
- ❒ VISUAL Calculates a "Projected" Cost to Value Partial Receipts
  - – Basis is Actual Costs to Date and Remaining Cost to Complete
  - – "Remaining Cost"
  - – Operations and Material Requirements to be Completed Valued at Work Order Estimate
- ❒ Need to Enter Quantity Complete on Labor Tickets
  - – If not – 100% of Operation Value is Used

Projected Cost Calculation – Partial Receipts

VISUAL uses Component Level Costing; Material, Labor, Burden or Service, assuming that with partial receipts, NO component will be driven negative.

- ❒ Component Projected Cost / Work Order Qty = Unit Component Projected Cost
- ❒ Unit Component Projected Cost X Qty Received = Total Component

- ❒ Projected Value of Receipt
- ❒ Total Component Projected Value < Component Actual Costs to Date, Use Component Projected Value
- ❒ If > Component Actual Costs, Use Component Actual Costs

Database set to Standard Cost

- ❒ Valuation Method for Partial Receipts
  - – If the Standard Cost of the Receipt is less than the Actuals charged to the W/O

    Qty is received at Standard and no Variance is calculated.
  - – If the Standard Cost of the Receipt is greater than the Actual Cost charged to the W/O

    Qty is received at Standard and a Variance is calculated for the difference between the actual and standard cost of partial receipt.

5. Select the FIFO Method; By Part or By Part Location.

   This option will allow First In First Out cost distribution By Part Locations. This option is only available when selecting **Actual Costing**.

6. Select the Source of Raw Material Cost; by Purchase Orders or by A/P Invoices.

   This option only applies when using Actual costing, and controls the source of costs assigned to raw material inventory using either Purchase Orders or A/P Invoices.

   If you choose Purchase Orders, the costs will be taken from the purchase order at the time of material receipt. This method will create a Purchase Price Variance if the matched receiver price is different from the invoice. This option is only preferable if you are **not** using Infor VISUAL Financials.

   If you choose A/P Invoices, the costs will be taken first from the purchase order, as an estimate, then updated from the invoice for the purchase, when it is received. If you are using Infor VISUAL Financials, you should select this option, as it will be accessing the more accurate costs.

7. Select the Purchase Quote Type; Qty-break tables or Up-to-qty tables.

The Part Maintenance application allows you to specify vendor price quotes for a part by different quantity levels. There are two ways these items can be interpreted:

Quantity Break Tables: If you select this option, the quantity levels are referred to as "Quantity Breaks" and the default price is used up to Quantity Break 1. Other Quantity Breaks will specify the prices used through the final Quantity Break, which will be applied against any larger quantities.

Up-to-Quantity Tables: If you select this option, the quantity levels are referred to as "Up-to-Quantities". Quantities are applied from the lowest level with prices. The default price is applied against any larger quantities.

8. Select the Labor Cost Basis; **Determined by hours worked** or **Determined by quantity completed**.

   This option only applies when using Standard costing, and controls how labor costs are calculated.

   If you choose **Hours Worked**, labor is calculated by multiplying the hours reported on a labor ticket by the standard cost of the operation.

   If you choose **Quantity Produced**, labor is calculated by multiplying quantity completed for an operation by the standard cost per unit for the operation. Cost can be added to the hours field. When set to quantity produced the standard hours estimated will be multiplied by the standard rates when the quantity is completed.

9. Select the Costing Between Levels; either **Fold to material cost** or **Keep separate costs**. This option allows you to keep the cost categories separate between levels.

   There are four cost categories in Infor VISUAL Financials: Material, Labor, Burden, and Service. Purchased materials affect the Material category and the Purchase burden if setup, while internally fabricated parts may incur costs in all four categories. This option controls how costs are passed between levels when one fabricated part is used as a material requirement in another. There are two options:

   Fold to Material Cost: If you choose this option, the Material, Labor, Burden and Service cost of an internally manufactured intermediate are all summed into the material cost when it is required in another fabricated part. From a cost point of view, this makes a part you manufacture look like a purchased part – when it is required in another product, the cost is all counted as material cost.

Keep Separate Costs: If you choose this option, the Material, Labor, Burden and Service cost of an internally manufactured intermediate part contribute to those individual categories in parent assemblies. From a cost point of view, this counts labor and burden associated with fabricating the intermediate part of the labor and burden costs for the entire product.

10. Select the Burden Basis; **Determined By Resource Burden** or **Determined By Operation Burden**.

    This option only applies when using Actual costing, and is best described as the overhead calculation used to control the source of Burden to be applied to work orders.

    The **Resources** setting causes VISUAL to use the burden rates setup in shop resource maintenance.

    The **Operations** setting causes VISUAL to use the burden rates in the work order operation to compute actual burden.

11. Click the **Save** button to save your settings.

Costing Types

There are three types of costing methods available to use within the VISUAL system: Standard, Actual, and Average.

Standard Costing

Standard costing is the method of comparing predetermined estimates of cost to the actual expenditures for building/purchasing a product. Any difference between the standard and actual is a **variance**. With standard costing, every part, component, operation and assembly has a standard cost. Standard costs are derived annually, usually in conjunction with the annual physical inventory.

There are two types of standards: ideal and practical. An **ideal standard** is possible under ideal conditions. That is, there is no scrap or defective work and the hours incurred exactly match what is required.

A **practical standard** can reasonably be expected in a given time period. This standard would include allowances for the imperfect conditions that exist in a manufacturing plant.

Basically, standards are only as good as the conditions under which they are set. If a standard is too tight or too loose, then management is not able to determine what the true costs are, what are acceptable and unacceptable levels of performance, or where opportunities exist for cost improvements.

When deciding if you should use a standard cost system in your manufacturing environment, consider the following:

- ❒ Is there commonality of raw materials?
- ❒ Are purchase prices of raw materials constant?
- ❒ Are these materials assigned part numbers and inventoried?
- ❒ Are the finished products stocked?
- ❒ Are there repeat customer orders for products?

Actual or Job Order Cost System

For some manufacturing environments, it is impractical to set standard costs. With Actual Costing, the costs associated with the manufacturer of a specific customer order are collected against that order. Industries with some of the following characteristics may elect to use an actual cost system:

- ❒ Very few, very large units are produced
- ❒ Manufacturing cycle is long
- ❒ Products are made to customer order

- ❒ Very few, if any, repeat orders
- ❒ Limited amount of inventory is maintained

The elements of cost in an actual costing system are the same as outlined for a standard cost, except that they are the actual costs incurred, not a predetermined standard. With an actual cost system there is no variance reporting. The costs incurred when purchasing material, processing labor tickets, purchasing outside services, etc. are the costs charged to the job.

When the finished product is shipped or moved to inventory, all the accumulated costs are charged to Cost of Goods Sold or are the inventory value for that product.

You must have implemented the VISUAL Financial modules to cost jobs at actual A/P Invoice value. If you do not have the financial modules, your system should be configured to cost at either Standard or Actual at Purchase Order Value.

If set to Purchase Order Value, it is extremely important that all purchase orders for materials required on the job correctly state the material cost.

This brief discussion on standard and actual costing is only meant to provide a simple understanding of the two concepts involved. It is strongly recommended that the senior management of a company evaluate their organization to best determine the method to be implemented.

Average Costing

For some manufacturing companies, there is a need to average inventory valuation due to inflation. With average costing, inventory is averaged, meaning the actual cost of inventory at the time purchased is divided by the total quantity of inventory, giving you an average cost per unit.

Average inventory always implies the cost of warehouse inventory (raw materials and finished goods). It does not apply to WIP (work in process), other than determining the value of raw material inventory assigned to work-in-process as a cost layer. In these instances, VISUAL should treat the value assigned to the work order as a per-unit cost based on the average per unit cost at the time of the issue.

Average costing (or average inventory valuation) method maintains only one inventory per-unit price for each part held in inventory. The per-unit price is determined by dividing the total quantity on hand by the total value of the inventory based on the accumulated purchased (purchased parts) or manufactured price (manufactured part). Each purchase of inventory adds a quantity and amount (value) to the total value of the inventory for that part. The quantity is added to the existing quantity and

the new additional value is added to the existing value. The total quantity on hand is divided into the total value to derive the unit price. The new average unit price should immediately replace the old average unit price to maintain the proper average inventory valuation.

The moving average "per-unit cost" of inventory is recomputed after each inflow of inventory. Inflows occur from purchases received into inventory, inventory adjustments-in, finished parts received or raw material issue returns from manufacturing. Each inflow should cause the average per-unit price to be re-evaluated and if necessary, adjusted to reflect the new average price based on the quantity and cost received.

Unit-Price Tracking

VISUAL should maintain three unit prices in inventory for average value inventory.

- ❒ Purchase/Received Price
- ❒ Issue price to WIP or COS to determine the linked transaction value to an assign issue layer.
- ❒ Current average unit price.

VISUAL should be able to track the original cost of the inventory, the cost assigned to an inventory transaction and the month end cost in inventory. The month end inventory value should equate to the G/L balance each period based on the beginning balance plus additions less subtractions to equal the ending balance.

Any adjustments to unit prices (purchase matching, additional labor and/or inventory transactions in WIP, etc) should be tracked as a separate adjustment within the VISUAL system. By maintaining each unit price, VISUAL can maintain an audit trail of what the original unit price of the inventory, the current average value and the unit price assigned to an inventory transaction. The unit price assigned to the transaction should be a culmination of original transactions and adjustment transactions.

Costing Definitions

The following are brief definitions for the major elements of cost:

For purchased parts (raw materials), the **standard**/estimate (total value of the part) is located in the part master.

Labor operations or **routings** are steps to convert raw materials to assembled or finished goods. These operations are classified as direct labor operations. These labor operations are the function of two variables; the time it takes to perform the operation and the labor rate paid the worker.

Overhead expense or **burden** are expenses created by the manufacturing organization that cannot be classified as direct material or direct labor. These include items such as payroll, rent, utilities, depreciation, and non-inventoried supplies. These costs are then allocated to the cost of the product.

Service expense occurs as the result of having an outside agency perform an operation to a part that you are unable or unwilling to perform in-house.

For a manufactured part, the **standard cost** is a combination of the material, labor, burden and service expenditures required to produce the part as setup on the part master.

The **total cost** of a manufactured part is defined by the Bill of Material for that part. This is a document that lists requirements necessary for building a product. It includes all the purchased parts/raw material, subassemblies, labor operations or routings, and outside services required. The summation of the components is the standard cost of the manufactured product.

With a standard cost system, all raw materials, whether in stock, or in work in process are valued at the standard established for that part. Fabricated parts that are in process are valued based on the raw materials issued and the amount of labor incurred to date, both at standard. Fabricated products that are in finished goods inventory are valued at their standard cost based on the Bill of Material.

WIP Costing

WIP Costing explains how VISUAL uses Projected Cost when using Actual Costing. By default, the projected costing method is established during installation of the software.

Manufacturing Variances

After you have set standards, all transactions regarding the manufacture of the part must be examined to determine variances, if any, from standard. The main categories of variances are:

- ❒ Material variance
- ❒ Labor variance
- ❒ Burden (overhead) absorption variance

Material Variance

Material usage variances can be traced to one of four source areas:

- ❒ Unit of Measure
- ❒ Miscellaneous Items
- ❒ Scrap
- ❒ Substitution

Purchase price changes and the amount of material used can cause material variances. **Purchase price variances** (PPV) occur when the actual cost of the raw material is different from the established standard. If the actual cost is lower or higher than the established standard, this generates a favorable or unfavorable variance respectively. You should perform an analysis to determine if this is a one time occurrence, a result of a change in vendor pricing, or a change in purchasing procedures.

Material usage variances occur when more or less than the required material is used in the manufacturing process. Material usage variance can occur in manufacturing environments where materials have to be issued in bulk due to the way it is purchased and stocked. The standard may be based on the average number of units that can be produced from a given unit of stock issued to the floor.

Usage variance can also be caused by miscellaneous materials such as small hardware, wire, paint, etc. that are not included in the Bill of Material but are required to complete the product. This material may be inventoried when purchased and charged to a variance (expense) account as consumed.

Other causes of material usage variance are scrap and substitution. Scrap variances occur when defective parts are produced. Scrap, as a result of the manufacturing process, may already be built into the standard. Scrap due to error also creates a variance.

A material variance due to substitution can occur when it is necessary to use a material other than what is called for in the Bill of Material. This material may cost more or less, yield a different quantity, etc. This variance may be caused by a one time occurrence due to a unique situation or as the result of a change in the design of a product. This change can be the result of a cost improvement program or a change in vendors.

Labor Variance

In a standard cost system, labor variance is the difference between the direct labor standard established and the actual amount paid. This variance can be composed of two pieces:

- ❒ Efficiency
- ❒ Rate

Labor efficiency variance is the difference between the standard hours required per the Bill of Material and the actual hours expended to produce the part, extended by the standard labor rate.

For example, if the standard is 10 hours at $15 per hour and the actual is 8 hours, there is a favorable efficiency variance of $30.

Labor rate variance is the difference between the standard hourly rate and the actual rate paid, extended by the actual hours worked.

Continuing with the above example, if the actual rate is $18 per hour, the rate variance is an unfavorable $24. The combined labor variance is a favorable $6.

The above variances can also be affected by:

- ❒ Rework
- ❒ Unapplied labor
- ❒ Design changes

Rework occurs when a defective part is produced during the manufacturing process, but can be made usable with some additional processing. The added time required is not part of the standard and is included in the variance.

Unapplied labor occurs when it is not economical to apply a standard to some labor operations. Examples may include setup, painting or plating, and inspection.

Design changes can occur due to operations being added that were overlooked, or operations being deleted due to cost improvement programs.

Burden (Overhead) Absorption

Overhead

Burden, overhead, or indirect manufacturing expense are any expenses that can not be classified as direct material or direct labor. These include:

- ❒ Indirect labor payroll associated with the shop foreman, maintenance personnel, dispatchers
- ❒ Expense for rent, utilities, depreciation

- ❒ Non-inventory supplies
- ❒ Tools, and travel

These expenses are then allocated to the cost of the products.

A burden standard is established based on how the expense is capitalized to inventory. For every unit produced, a standard dollar amount (either fixed or calculated) is added to the inventory value of the unit.

Absorption

A burden absorption variance occurs when more or less expense than was actually incurred is capitalized to inventory in a given accounting period.

For example, assume the actual burden expenses incurred in a period are $65,000 and the manufacturing process absorbs $67,000 based on the allocation method used. The difference would be a $2,000 favorable absorption variance.

Manufacturing Cost in VISUAL

Whether using standard or actual costing, all transactions that change a part's inventory balance or the unit cost are captured as they occur.

In order to fully appreciate Costing in VISUAL, it is necessary to understand inventory valuation.

Inventory Valuation

There are a number of different methods to value inventory LIFO, FIFO and Average Cost. VISUAL uses the FIFO (First-in First-out) method of valuing inventory. The FIFO method inventory valuation assigns cost to inventory in cost layers. Each addition (purchase, inventory receipt, or adjustment in) adds a new cost layer. Each subtraction (issue, sale, or adjustment out) removes one or more cost layers.

VISUAL uses two types of FIFO layers. The first, raw materials inventory contains layers by way of purchases from a supplier or when you create a return from an issue return from work-in-process back to inventory (in the case of an over issue). Second, work-in-process can also contain FIFO layers, which include multiple inventory issues for the same part on a work order. This is categorized as a WIP Issue Layer.

The examples in Table A (p. 86) depict transaction flows in an actual cost database. In a standard cost database all inventory transactions are performed at the standard rate and therefore the combined issue costs carry the same value as the FIFO inventory layers.

FIFO From Purchases

Every receipt of raw material inventory or finished goods inventory (VISUAL does not hold a distinction) is assigned a per unit price value. Raw material inventory FIFO layers are created when a purchase is received into inventory. The cost of the purchased inventory is derived by the number of units received times the per unit cost as identified on the purchase order. This value will also represent the purchase order accrual value. Each purchase creates a unique layer of inventory which displays the inventory valuation report accessed from the Reports menu.

FIFO Layers from Issue Returns

Issue returns (parts issued to a work order returned to inventory) also create a FIFO layer. When parts are issued to a work order their costs are added to work-in-process based on the raw material FIFO layer they came from. If the issue to WIP is derived from more than one layer then the costs of all the layers issued to fulfill the requirement are added together to create a single WIP issue layer. Any subsequent issues of the same part to a work order will create an additional WIP issue layer. If a part on the work order is returned to inventory from work-in-process, a new cost layer is created with the layers value being derived from the

WIP issue layers currently residing in the work order. If there is only one issue of a particular part for the work order the cost is straight forward. It would be, the average unit cost (by combining original FIFO layers) times the number of units returned to inventory. This transaction can be seen in transaction table A (Txn #5) where the parts returned derive their cost layer from the average on the FIFO layer issues in Txn #3.

Where there are more than one raw material inventory "issues" to a work order the costs are returned from the WIP issue layers in FIFO order. This scenario is depicted in transaction # 7 (Table A, p. 86), where the costs of the new raw material FIFO layer is derived from two WIP issue layers (5 units at 2.168 (rounding), plus 100 units at 2.2996 = 240.80).

FIFO Layers from Receipts and/or Adjust In

Two other ways FIFO layers in inventory happen are through a receipt of inventory (finished goods) from a work order. The cost of the inventory layer is derived from the average unit cost on the work order times the number of units. If the receipt closes the work order (complete receipts) the entire cost of the work order at the time of the receipt is the value of the FIFO layer.

Adjustments into inventory create a separate cost layer in inventory for the per unit cost assigned during inventory transaction entry. If no cost is assigned at that time, the cost will be derived by the unit cost as set on the part master file when costing utilities is run. Please refer to Table A, at the end of this chapter for an explanation of transaction layers.

Inventory Transactions

There are 10 classes of inventory transactions. Each of these transactions either move goods in or out of inventory, or transfer between inventory locations. There are, therefore, 18 possible transaction types. Most transactions affecting inventory (with the exception of transfers) either add or remove costs from inventory. See Table B (p. 87) for more information.

Transaction Types (Basics)

P/O Receipts

The P/O Receipts are purchased items received into stock. When these costs are received they are assigned to an inventory warehouse location. The number of units purchased as well as the cost of the purchased part(s) will become a new cost layer of raw materials inventory. When the PO Receipt is received into inventory VISUAL books the entry to record a purchase accrual (credit) with the offsetting debit to Inventory.

Inventory parts can be purchased directly to a work order. When these parts are received they are booked to raw materials inventory and immediately issued to the corresponding work order. The inventory transaction entry report will depict this process. Purchased parts that are purchased on behalf of an existing work order are given the same treatment as inventory issues when received into the warehouse. The only time these costs would become a FIFO layer is if they are subsequently received into inventory through an inventory issue return.

As stated above VISUAL uses the FIFO method of valuing inventory. However, there is another level of complexity to inventory valuation; part warehouse location. For each part in inventory, there may be multiple holding bins in the warehouse. Each inventory transaction affects one or more of these locations, and VISUAL must therefore maintain each of these locations in order to report proper inventory valuations if the FIFO by part locations in application global maintenance is set.

Services

In the same manner as purchased parts, services can be purchased directly from the manufacturing window and are treated by costing utilities as if they were purchased parts. Costs are booked to WIP with the offset to the purchase accrual account.

Inventory Issues/Issue Returns

Inventory issues are transactions that assign raw material inventory to a specific work order. Inventory issues will normally cause the reduction of one or more inventory layer(s). These costs become the basis of the material costs assigned to WIP. Inventory issue transactions are prepared by costing utilities to debit WIP and credit Inventory.

Issue returns are inventory parts sent back to the warehouse. Issue returns would most likely result from overissues or raw materials to a work order. Costing utilities accounts for these costs by a credit to raw materials inventory and a debit to WIP.

Accounts Payable

Costs can be directly assigned through accounts payable for items that did not undergo the normal purchasing process. In the invoice entry window these costs can be linked to the work order. In doing so, VISUAL requires the user to enter the GL code to cost the items. The GL Account assigned to an accounts payable invoice linked directly to a work order is treated as a clearing account. Costing utilities post and offset entry to the GL account and apply the transaction value to WIP.

Warehouse Transferred

The cost implication (i.e., treatment of warehouse transfers) is dependent on the setting for FIFO method in application global. If you select FIFO by Part, transfers from one location to another do not have any cost implications; inventory transaction entry simply records the movement (without cost implication) to the new location. If you select FIFO by part location in Application Global, VISUAL records cost movements between locations.

Adjustments In/Out (Inventory)

Usually, inventory adjustments stem from physical inventory counts. Typically, companies take physical counts to keep perpetual records in line with actual inventory on hand. Discrepancies between the actual inventory on hand and the perpetual records require inward or outward adjustments. If an inward adjustment is required, VISUAL costs this adjustment as a new cost layer. Outward adjustments remove costs from an existing cost layer or potentially remove an entire cost layer from inventory. When entering adjustments through inventory transaction entry, VISUAL requires you to assign a G/L account for the other side of the transaction. VISUAL knows raw materials inventory is either debited or credited (depending on the adjustment type). You must define the G/L offset account to apply the other side of the transaction.

Direct Labor / Burden

Labor charges are applied during labor ticket entry. Whether entering labor charges through bar code or entering via a computer terminal station, costs are applied to the labor ticket area. All costs for **setup** and **run** times are recorded into WIP via costing utilities. In order to record direct labor in WIP, VISUAL creates a debit to WIP labor, and a credit to Manufacturing Direct payroll.

Burden (overhead) represents costs associated with the cost of manufacturing without the ability to identify these cost to specific operations or jobs in WIP at any one point in time. For example, rent, lighting, general plant maintenance, and depreciation are costs that every manufacturing environment incurs but are not attributable to specific jobs in WIP.

Costing in VISUAL provides for the ability to set burden rates to attempt to capture these costs and allocate them to jobs that flow through WIP. VISUAL provides the ability to apply burden to raw materials inventory as well as to specific operations used in the manufacturing process. Burden rates applied to raw materials inventory on the part master file will cause burden to be charged each time the part is issued to a work order. Burden costs assigned operations are applied to WIP at the time of Labor ticket entry.

The burden costs applied during labor ticket entry come from the settings assigned on the resource in shop resource maintenance. VISUAL derives the burden rate either from the operation set in shop resource maintenance, on the operation in the bill of materials. The determination of whether cost are extended from the resource or the work order depends on the **Burden Basis** setting as defined on the **Cost** tab in application global. If you select **Determined by Resource Burden**, VISUAL examines the settings as defined in the Resource ID of Resource Maintenance to determine the appropriate amount of burden to apply. If you select **Determined by Operation Burden** in application global, then the amounts applied on the work order are used to determine the amount of burden.

Indirect Labor

VISUAL applies indirect labor in the same manner as direct labor; the only difference is the transaction type in the Labor Ticket Entry window must be set to **Indirect** rather than **Setup** or **Run**. Indirect labor is not charged to specific jobs. Costs associated with indirect labor are reclassed from manufacturing payroll to the appropriate manufacturing indirect labor G/L account(s).

Shipments (Sales)

Shipments of customer orders cause specific transactions to take place within the VISUAL system. Costs accumulated in work in process are marked as **Closed**. Inventory costs (WIP) then flow through to cost of sales in the general ledger in two distinct entries. The first entry reclassifies work in process costs to finished goods inventory. The second entry records the transfer of finished goods inventory to Cost of sales to properly match costs with revenue as required by generally accepted accounting principles.

Standard

In standard costing, material is applied at the standard cost in the parts' database. Any difference between the purchase price of the material and the standard is taken as a variance when the Purchase Receiver is matched to the invoice in A/P Invoice entry. Labor and burden are applied based on the standard rates obtained from the shop resource.

Actual

With actual costing, VISUAL constantly collects cost information as it occurs. In VISUAL Manufacturing's Application Global Maintenance, you must specify the source of the raw material cost. The two options for Source of Raw Material Cost are:

- ❒ A/P Invoicing
- ❒ Purchase Order

A/P Invoice Based

Until you enter the invoice and VISUAL matches it to the receipt, A/P Invoice-based material costs are valued at purchase order dollar amounts. As the receipts are costed at actual invoice prices, the corresponding issues for these material receipts are then costed at the actual price. Because the actual cost is not known until invoiced, VISUAL uses a standard cost (if available) from the part's database as a temporary value. When the actual value becomes available, VISUAL creates adjustment distributions (if the previous standard was posted to G/L) for the difference between the estimated (standard) cost and the actual cost.

Purchase Order Based

Purchase Order based material costs use the value from the purchase order. When the actual invoice is received and matched to the purchase order receipt, any difference between the purchase order and the invoice value is booked as a purchase price variance.

If you are costing at invoice value and the material requirement for a job is linked to a purchase order, VISUAL issues the material directly to the job upon receipt. Material is temporarily valued at the purchase order price, not the part standard. Materials that are purchased under an actual cost system not for a specific job are valued based on the First In First Out (FIFO) method of inventory valuation.

Actual costing uses the employee labor rate to cost labor transactions. Burden costs are applied based on the rates setup for the shop resource. This can be established based on one or a combination of the following:

- ❒ Cost per Setup time
- ❒ Cost per Run time
- ❒ Cost per Unit produced
- ❒ Fixed Cost per Resource
- ❒ Percent of Setup and / or Run labor costs

There is a delay in the final determination of a work order cost when using actual costing. Before VISUAL can calculate a final cost, the following must have occurred:

- ❒ All operations are completed
- ❒ All material requirements are issued to the work order
- ❒ All material issues are fully costed (receipts for which the material came from have been costed, i.e. invoice received or sub work order receipt costed)
- ❒ The work order is closed

What is Actual and Projected Cost?

Actual cost is the true value of the material and labor charged to a work order. Material value is based on the FIFO cost layers established when materials are purchased and / or subassemblies are finished and received into stock. Labor value is based on the rate per employee(s) working on the job and the number of hours worked by the employee(s). Burden cost is calculated based on the parameters, for each shop resource used, as defined in Shop Resource Maintenance.

Projected cost is calculated as the actual cost charged to the work order plus the remaining cost based on the operations and material requirements to be completed at the estimated costs. Material requirement costs to be completed are calculated based on the actual number of parts issued to the work order. If the material issues, per requirement, are equal to or greater than the estimated material requirement, VISUAL considers this complete. In other words actual will equal projected cost for this requirement.

If the material issued to a job is less than that required per estimate, VISUAL considers this requirement incomplete and calculates a remaining cost based on the remaining quantity to be issued at estimated cost.

Labor requirements to complete are based on the quantity you enter in the quantity complete field or a calculated quantity complete if VISUAL is set to automatically compute quantity complete based on hours. The remaining cost is calculated for each requirement, based on the remaining units to complete, at the estimated hours multiplied by the estimated labor and burden rates.

Determining Whether Actual Cost or Projected Cost is Used

VISUAL calculates a projected unit cost as Projected Cost / Desired Qty. This unit cost is then multiplied by the Received Quantity for a total Projected cost of the received quantity.

The total projected cost from this calculation is then compared to the total actual costs charged to the work order. If the total actuals are greater than the calculated projection of the received quantity, this projected cost is the value used for the quantity received. If total actual costs are less than projected, the actual cost is the value used for the quantity received.

If the quantity received is equal to or greater than the desired quantity, VISUAL uses actual costs.

See earlier in this chapter, for more information on Component Level Costing.

Account Assignments

The way you setup your database determines how your costing information is presented. Likewise, the way you assign your accounts in the database determines how the costs for a work order appear.

There are several places in which you can enter account information that affects the way costing information is reported. These areas are:

- ❒ Shop Resource Maintenance
- ❒ Service Maintenance
- ❒ Part Maintenance
- ❒ Employee Maintenance
- ❒ Manufacturing Window
- ❒ Customer Order Entry

Each of these categories are discussed in this chapter along with an explanation of how the account information will affect the reporting of costs.

Shop Resource Maintenance

Shop Resource Maintenance allows you to track and maintain the resources necessary to perform the manufacturing process as well as providing the necessary method to maintain accurate definitions of your shop resources. This information is vital for proper scheduling and work order costing. The information entered here will appear and be used in many other parts of VISUAL.

This section discusses how to setup Shop Resources to report more specifically in the General Ledger.

In most cases, Labor and Burden are reported to the default Applied Labor and Applied Factory Burden accounts from the General Ledger Interface Accounts table.

In some cases, it may be best to show specific Applied Burden and Applied Labor in the General Ledger. To do this, you can assign an account to each of the shop resources, or to those for which you want to maintain detailed cost information in the General Ledger.

If the Account ID fields are left blank, the cost of this shop resource is added in with the default account for Total Applied Labor and Total Applied Burden as specified in the General Ledger Interface Accounts table.

Costs are entered into the fields that apply for that resource. The following are the types of costs that can be selected for the resource:

Labor Costs

- ❒ Setup per hour - Cost per hour to setup this resource.
- ❒ Run per hour - Cost to run the resource for one hour.
- ❒ Run per unit - Cost to run the resource per unit produced.

Burden Costs

- ❒ Burden / hour (setup) - This is the burden cost per one hour of setup time. Use the Percent field and /or the dollar amount setup burden for the resource.
- ❒ Burden / hour (run) - This is the burden cost per run of the resource. Use the Percent field and / or the dollar amount setup burden for this resource.
- ❒ Burden / unit (run) - This is the burden cost per unit produced.
- ❒ Fixed Burden - A onetime cost (burden) charged when this resource is used.

For more information, refer to the "Shop Resource Maintenance" chapter of the *Infor VISUAL Financials User's Guide*.

Service Maintenance

The Service Maintenance function provides the method of entering master specifications and cost information for outside services. The Service ID setup here is required when you specify a subcontractor resource in an operation. Setup costs can be added for the following fields:

- ❒ **Cost per unit** - The price of the service broken down by unit as quoted by the vendor.
- ❒ **Base charge** - The one time fixed cost for performing the basic service. This cost plus the cost per unit, multiplied by the units of service, is the total cost for the service for a specific work order.
- ❒ **Minimum charge** - The minimum that VISUAL will charge for a service. If the service ordered costs more than the minimum charge allowed, VISUAL charges the actual cost. If the service ordered cost is less than the minimum charge, VISUAL charges the minimum charge.

Adding Service Information to the Database

You can add services to the database using Service Maintenance.

1. Click the **Clear** button.

   The condition necessary to add new Service Maintenance information is a blank window.

2. When you first request the Service Maintenance window, the Service ID field is active by default.
3. Enter the new Service ID. Use the tab key (or mouse) to move to the next field and enter a brief description for the service.
4. Tab to the Preferred Vendor ID field and enter the ID for the vendor that performs the service.

   The Vendor ID must exist in the Vendor table before you can use it. If it does not exist, you cannot save the new service information.

   Click the Vendor ID button for a list of vendors. If the appropriate vendor is not available, you can add it to the Vendor table without exiting the Service Maintenance window.

   To enter a new vendor, from the File (main) menu select Maintenance and then Vendor Maintenance. Enter the pertinent information and save.
5. Tab to the **Costs** area and enter the cost information.

   Enter the cost per unit, which is the price of the service broken down by unit as quoted by the vendor.

   Enter the Base charge per service, this is the one time fixed cost for performing the basic service. This cost plus the cost per unit multiplied by the units of service is the total cost for the service for a specific work order.

   Enter the minimum charge, this is the minimum that VISUAL will charge for a service. If the service ordered costs more than the minimum charge allowed, VISUAL charges the actual cost. If the service ordered cost is less than the minimum charge, then VISUAL charges the minimum charge.
6. Enter the detailed information or specifications for the service in the Specification field.
7. Click the **Save** button to save the service information.

After the service has been added to the database it can be used on an Engineering Master or Work Order.

See Service Maintenance, Chapter 11 of *The Infor VISUAL Financials User's Guide* for more information.

Part Maintenance

The Part Maintenance window has a lot of information associated with it. This section discusses how the accounting information entered in Part Maintenance affects the General Ledger and the reporting of costs to the General Ledger Inventory Accounts.

Part Maintenance allows you to add and edit part information for all the parts in your company's database. A part can be either the raw material or other purchased component necessary in the manufacturing process, or goods produced during the manufacturing process. A part can be either a finished piece or an intermediate assembly used in another process.

You can enter information into the Material, Labor, Burden, and Service fields. When using a fabricated part, all four fields are active. If it were a purchased part, the Material field and the Fixed (cost) fields would be active (purchased parts have no Labor, Burden, or Service associated with them).

Part Standard Costs setup can be entered for purchased and fabricated parts.

- ❒ Material adjust-in transactions use these values to determine the transaction costs. Quantity adjusted-in times the Part Maintenance cost will extend to the FIFO layers value.
- ❒ Engineering masters use the cost setup in Part Maintenance for their estimates. Based on the Engineering masters, costs will flow next to the work order estimate cost when they are created.
- ❒ Standard costs:

  – Purchase order receipts will use the Part Maintenance standard when goods are received. The total received amount is compared to the accounts payable voucher costs to determine purchase price variances.

  – Finished Goods receipts also use the Part Maintenance value for receipts. The costs received is compared to the incurred WIP amounts to determine Finished Goods Variances.

Engineering Master Standards can be imploded into the Part Maintenance window.

- ❒ Based on the latest Engineering Master Eng ID number (latest rev level), cost can be sent to each cost component. This is not an automatic update and should be executed only when standards need to be updated.

Burden is the capitalization of current overhead manufacturing costs to the parts that are manufactured during that period.

- ❒ Purchase Burden can be applied when Purchased / Received to inventory on a percentage of cost or on a fixed amount per unit basis.
- ❒ Issue Burden can be applied when inventory is issued to a job. The Burden cost is carried in the part's inventory value until it is shipped. Inventory value moves to Costs of Goods Sold upon shipment.

Part Maintenance is available from the VISUAL Main window under the Maintenance menu. It can display both fabricated and purchased parts. It is important to differentiate between the type of part because of the way the accounting information is handled.

To view the General Ledger Inventory Account information in the Part Maintenance window, click the **Accounting** button.

Purchased Parts

Purchased parts have Material and Burden accounts. Therefore, when there is a transaction that involves the part, only that account is affected. You can setup the Product Code Accounts as the defaults, or VISUAL uses the Inventory-Material default account from the G/L Interface Accounts table. Also, if you do not assign an account number to the purchased part, the default account is used.

Fabricated Parts

A fabricated part is something that you make or assemble in-house. For this reason it can have four inventory costs associated with it:

- ❒ Material
- ❒ Labor
- ❒ Burden
- ❒ Service

You can have the costs for parts reported as a single entry or have it broken down into its component costs.

If you want the value of a fabricated part to appear as a single cost in the General Ledger, you would assign one account number (the same number) in each of the four fields. For instance, if you do not want to see the component costs of part M9000 in the General Ledger, then you assign one account number in the Material, Labor, Burden, and Service fields. When you look at the General Ledger, the total cost of the part is indicated in that specific account.

However, if you do want to see the cost components of the part in the General Ledger, you must assign an account to each of the fields. For instance, assume that your Fabricated Parts Summary account is 1106 then under that you have 1106.1 (Material), 1106.2 (Labor), 1106.3 (Burden) and 1106.4 (Service). When the part is fabricated, the component costs to fabricate that part are reported to the accounts assigned. This information is reported to the General Ledger as the component costs. The total cost is summarized from these accounts to the Summary Account 1106.

If you do not assign an account structure to a part, the costs associated with that part are assigned to the accounts specified for that part's Product

Code as defined in the Part Maintenance Product Code table, or from the default accounts setup in the General Ledger Interface Accounts Table (for fabricated parts).

For more information, refer to the "Part Maintenance" chapter of the *Infor VISUAL Financials User's Guide*.

Product Code G/L Interface Account Table Overrides

Accounts by Product Code

The accounts used by the Costing Utility program can be a function of the Product Code Table from Part Maintenance. Here you can specify the accounts to be used by a part's product code unless an override account was specified elsewhere. If no product code is specified in the part, then the appropriate override account is used.

You can specify the following the types of accounts here:

Revenue Account - The default account for use when shipments are invoiced. You can override this account at the Customer Order Line. The default account is from the General Ledger Interface Accounts Table. (Default Accounts Receivable Sales Revenue).

Adjustment - The default to be used when making inventory adjustments. You can override this account when entering inventory adjustments in Inventory Transaction Entry. If not specified here, VISUAL uses the adjustment account from the General Ledger Interface table.

Inventory - The Raw Material or Finished Goods account(s) for use when receiving, issuing, returning, or adjusting inventory for a specified product code. If not specified here, VISUAL uses the account numbers specified in the Part Master and then the default from the General Ledger Interface Accounts table.

Work In Process - The default Work In Process account(s) for this product code. You can override this account at the Quote / Engineering Master / Work Order level(s). If not specified here or in the work order, VISUAL uses the default account in the General Ledger Interface Accounts table.

Variance - The Purchase Price Variance Account for purchased parts or the Manufacturing Variance Account for fabricated parts. These accounts are only used in standard costing. The variance account is used for purchased parts in an actual cost system if costs are captured at Purchase Order price rather than invoice value. This variance is taken when the Accounts Payable invoice is matched to the Purchase Order Receiver in Accounts Payable Invoice Entry.

Cost of Goods Sold - The Cost of Goods Sold account used for the specified product code. You can override this account(s) at the Customer Order line item in Customer Order Entry. If not specified here or in Order Entry, VISUAL uses the default COGS account(s) in the General Ledger Interface Accounts table.

Account Override Sequence Summary

Inventory

Raw & Finished Goods	Work in Process	Cost of Goods Sold
1. Part Master File	1. Work Order	1. Customer Order Line
2. Product Code Table	2. Product Code Table	2. Product Code Table
3. G/L Interface Table	3. G/L Interface Table	3. G/L Interface Table

Purchase Price Variance

Manufacturing Variance	Inventory Adjustments	Revenue
1. Product Code Table	1. Inventory Transaction	1. Customer Entry Order Line
2. G/L Interface Table	2. Product Code Table	2. Product Code Table
	3. G/L Interface Table	3. G/L Interface Table

Absorbed Labor

Burden	Indirect Labor Expense
1. Shop Resource	1. Labor Ticket Entry
2. G/L Interface Table	2. Indirect Code
	3. G/L Interface Table

Reset Material Requirement Costs

You can reset estimated material costs used in quote masters, work orders, and engineering masters using the Reset Material Requirement Costs command located under the Maintain menu of Part Maintenance. This feature corrects and updates costs for parts in existing quotes, work orders, and engineering masters. These cost updates only affect estimated costs for work orders and engineering masters and then only for the specific ones you choose.

Use caution when resetting material requirement costs as it has the potential to affect MANY work orders.

Use this feature if you want to:

- ❒ Reset material requirement costs for the current part only by clicking on the Current Part Only radio button.
- ❒ To update every part in the database click the All parts radio button.
- ❒ Reset work order costs based on the status (Unreleased, Firmed, Released, Closed, Cancelled or All) of each material requirement.
- ❒ Update by work order / engineering master creation date by defining a date range.

Implode Costs from Master to Calculate Part Standard Cost

You can Implode Costs automatically to calculate the standard unit costs (those listed in the cost section of Part Maintenance) for a fabricated part. This is done by referencing the engineering master for the part, and summing costs for all required materials, labor, and outside services.

The Costing Between Levels section of the Application Global Maintenance controls how costs are "rolled up" when there are multiple levels of fabricated parts. This is only relevant when an engineering master has another fabricated part as a material requirement. If you select Fold to Material Cost, then the material, labor, burden, and service costs for the required part are added together, and that value contributes only to the material cost for the parent part. If you select Keep Separate Costs, each of the four cost categories individually contribute to those categories for the parent part.

A top level part is a fabricated part that is not used as a required material of any other fabricated part. Often, these are the parts that are actually sold as products.

The Multi Level option controls how Implode Costs follow chains of fabricated parts. If selected, VISUAL performs the implode costs respectively for each fabricated part required in the engineering master, until only purchased parts are found. During this process, the estimated unit costs in the material requirements for these fabricated parts are also updated. If not selected, then the costs associated with the material requirements are used directly, as is.

The Permanently Save option controls if the recursive implosion is permanently saved in each part master.

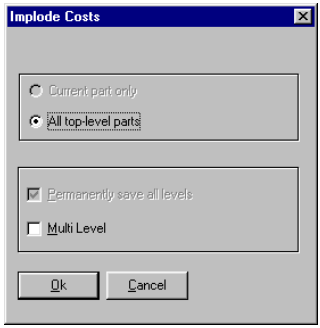
Caution

Because you can easily reshape your whole costing structure, make sure that the new figures you are using are correct before you recalculate costs.

To automatically calculate standard costs:

1. Select **Maintain, Implode Costs** from the Part Maintenance menu.

   The Implode Costs dialog box appears.



2. Select the following implosion options from the dialog box.

   Current Part Only – Implodes costs only for the part in the Part Maintenance window.

   All top-level parts – Implodes cost for all top level parts.

   Permanently save all levels – Saves the results of the implosion at each part level.

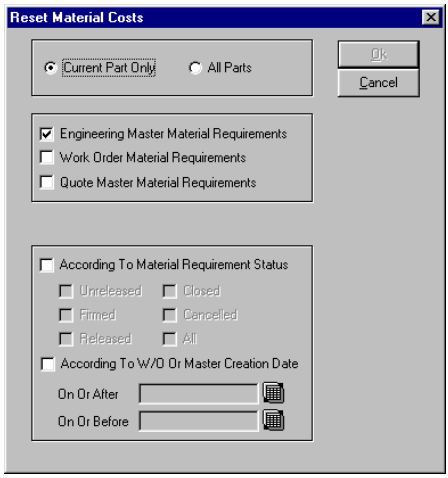
   Multi-Level – Implodes costs through multi-levels from the selected part down.

3. Click the **OK** button to begin the process.

To automatically reset material requirement costs:

1. Select **Maintain, Reset Material Requirement Costs** from the menu of the Part Maintenance window.

   The Reset Material Requirement Costs dialog box appears.



This dialog box allows you to reset material requirement costs for the current part or for all parts.

2. Select the part option that you want to reset, either Current Part Only or All Parts.
3. Check the types of master/work order requirements you want to update. You can choose any combination of **Engineering Master Material Requirements**, **Work Order Material Requirements** or **Quote Master Material Requirements**.
4. If you are resetting work order costs, you can reset based on the status of each material requirement.

   Select the **According to Material Requirement Status** check box, and then select each status of requirement that you want updated. You can select from **Unreleased**, **Firmed**, **Released**, **Closed**, **Cancelled** and **All**.
5. You can update by work order/master creation date. To activate, select the **Accounting to WO or Master Creation Date** check box, and enter the after and before dates to define a range.
6. Click the **OK** button to begin the process.

   VISUAL automatically returns you to Part Maintenance when the update is complete.

Implode Costs from Engineering Master back to the Part

After you have reset the material costs on an Engineering Master, you can Implode Costs to automatically calculate the standard unit costs for the fabricated part that used the reset material. Complete this function by referencing the engineering master for the part, and the sum costs for all required materials, labor, and outside services.

The Costing Between Levels section of Application Global Maintenance controls how costs are “rolled up” when there are multiple levels of fabricated parts. This only applies when an engineering master has another fabricated part as a material requirement. If you select Fold to Material Cost, then the material, labor, burden, and service costs for the required part are added together, and that value contributes only to the material cost for the parent part. If you select Keep Separate Costs, each of the four cost categories individually contribute to those categories for the parent part.

The Multi Level option controls how Implode Costs follow chains of fabricated parts. If selected, VISUAL performs the implode costs recursively for each fabricated part required in the engineering master, until only purchased parts are found. During this process, the estimated unit costs in the material requirements for these fabricated parts are also updated. If not selected, then the costs associated with the material requirements are used directly, as is. The Permanently Save option controls if the recursive implosion is permanently saved in each part master at each part level.

If you select Current Part Only, VISUAL implodes costs only for the part in the Part Maintenance window. If you select All top-level parts, VISUAL implodes costs for all the top level parts.

Refresh After Implosion

Infor VISUAL Financials objects work together in network relationships. Work orders require parts, parts have preferred vendors, purchase orders reference vendors, receivers reference purchase orders, etc., At times you may be editing multiple, related objects at the same time. For example, you may be using Customer Order entry to modify an order when you realize that you need to change some of the customer's master information. You then use Customer Maintenance to make the changes. When this type of situation occurs, the Refresh function must be used to read any new or changed information from the database. The Refresh function is always found under the File menu.

The Refresh command can also be used to revert back to the original state of an object that you have been editing. For example, if you call up a Part ID, make some edits, and then change your mind and want to start again, just select Refresh from the File menu. VISUAL will ask you if you want to save the current changes; you can then answer No to revert back to the original part definition.

WIP / Costing - Table Related Discussion

Every transaction in VISUAL affects one or more tables. Some tables hold detail transaction records from original sources of entry (i.e. purchases, inventory transactions, labor tickets, payable entries, etc. Other tables record and hold summary information for other programs as well as reports to use as a feed of information. Summary tables reduce the amount of work the system needs to do to produce accounting entries as well as provide report information. Because the same data is written in various forms to various tables in the VISUAL database it is important to keep these tables in sync with one another. There are basically three kinds of tables in VISUAL to track cost data related to costing (i.e. the

bridge between manufacturing and financials). Transaction tables (i.e. Labor_Ticket, Inventory_Trans, etc.) hold transaction level information. These tables form the underlying cost information costing utilities will use to populate the other tables it needs to keep track of WIP details, G/L postings and WIP balances.

VISUAL Tables involved in Costing Process

Table	Description	Links to:
Account_Balance *(Records period balance records for all G/L accounts.)*	Account Balance	Account_ID Entity_ID
Adjustment_Detail *(Holds Historical Inventory values.)*	Adjustment Detail	Transaction_ID Period Dist_No Part_ID
Adjustment_Dist *(Records to the distribution record that will be made to the G/L during "Post Manufacturing Journals". These transactions are reflected in the inventory balance table.)*	Adjustment Distribution	Transaction_ID Dist_No GL_Account_ID Batch_ID
Customer_Order *(Records customer orders entered through the Customer Order entry window.)*	Customer Order	ID Customer_ID Entity_ID
Cust_Order_Line *(Lines associated with each customer order.)*	Customer Order Line	Customer_Order_ID Line_No Part_ID Workorder_Base_ID Workorder_Lot_ID Workorder_Split_ID Workorder_Sub_ID
GL_Interface_Acct *(Provides default G/L accounts (if necessary) to the appropriate distribution records.)*	G/L Interface Table	Entity_ID GL_Account_ID GL_Group_ID
Indirect_Detail *(Records indirect labor ticket entries entered through labor ticket entry.)*	Indirect Labor Detail	Transaction_ID Dist_No
Indirect_Dist *(Records the G/L entry to be made by Post manufacturing journals relate to indirect labor detail transactions.)*	Indirect Labor Distribution	Transaction_ID Dist_No GL_Account_ID

Table	Description	Links to:
Inventory_Trans *(Records inventory transactions from purchase receipts (not linked to a w/o), Issues, Receipts, or Adjustments.)*	Inventory Transaction	Transaction_ID Workorder_Base_ID Workorder_Lot_ID Operation_Seq_No Cust_Order_ID Cust_Order_Line_No Purc_Order_ID Pur_Order_Line_No Part_ID
Inv_Trans_Dist *(Records the summarized transaction movements from the Inventory_Trans table.)*	Inventory Transaction Distribution	In_Trans_ID (Inventory_Trans table) Out_Trans_ID (WIP)
Inventory_Balance *(Records the period balances of each inventory part.)*	Inventory Period Balance records	Part_ID Transaction_ID
Journal (*Holds the journal transactions for every posting made the general ledger. If these transactions are created from the post manufacturing process a link between the appropriate "Dist" table and the journal table is made via the Batch_ID field.)*	Journal Batch Table	Transaction_ID Batch_ID Account_ID
Labor_Ticket *(Holds transaction of original entry related to direct labor, burden and indirect labor.)*	Labor Ticket Entry	Transaction_ID Employee_ID
Part *(Part master file)*		ID Mat_GL_Acct_ID Lab_GL_Acct_ID Bur_GL_Acct_ID Ser_GL_Acct_ID
Purchase_Order *(Records header information about the order as well as the order total.)*	Purchase Order	ID (PO Number) Vendor_ID
Purc_Order_Line *(Holds the individual line items recorded on each purchase order.)*	Purchase Order Line	Purc_Order_ID Line_No
Purchase_Link *(Records the link from the purchase order line to the work order table.)*	Purchase Order Link	Workorder_Base_ID Workorder_Lot_ID Workorder_Split_ID Workorder_Sub_ID Operation_Seq_No Purc_Order_ID Pur_Order_Line_No

Table	Description	Links to:
Purchase_Mat'l_Detail *(Provides the summary information needed by "Post Manufacturing Journals" to match the AP invoice to the PO. Any difference in the transaction values will be recorded and picked up by the Purchase_Dist table.*	Purchase Mat'lDetail	Purc_Order_ID Pur_Order_Line_No Transaction_ID Dist_No
Purchase_Service_Detail *(Records cost details for PO service receipts on a work order.)*	Purchase Service Detail	Purc_Order_ID Pur_Order_Line_No Transaction_ID Dist_No Service_ID
Purchase_Dist *(Records to the distribution record that will be made to the G/L when the option to post the purchase journals from "Post Manufacturing Journals" is executed. This table holds the transactions that books the purchase accrual to the books upon receipt.)*	Purchase Distribution	Purc_Order_ID Dist_No Entry_No Batch_ID
Payable Accounts *(Records header records for AP Invoices)*	Payable Header	Voucher_ID
Payable_Line *(Records the line items associated with account payable invoices. In addition it this table maintains any necessary links to work orders for items to which there is no purchase receipt.)*	Payable Line	Voucher_ID Line_No
Payable_Dist *(Prepares the general ledger entry.)*	Payable Line distribution entries	Voucher_ID Dist_No Entry_No Batch_ID
Product *(Product code master file records.)*	Product (Codes)	Code Rev_GL_Acct_ID Adj_GL_Acct_ID Inv_Mat_GL_Acct_ID Inv_Lab_GL_Acct_ID Inv_Bur_GL_Acct_ID Inv_Ser_GL_Acct_ID Var_Mat_GL_Acct_ID Var_Lab_GL_Acct_ID Var_Bur_GL_Acct_ID Var_Ser_GL_Acct_ID CGS_Mat_GL_Acct_ID CGS_Lab_GL_Acct_ID CGS_Bur_GL_Acct_ID CGS_Ser_GL_Acct_ID WIP_Mat_GL_Acct_ID WIP_Lab_GL_Acct_ID WIP_Bur_GL_Acct_ID WIP_Ser_GL_Acct_ID

Table	Description	Links to:
Shop_Resource *(Shop operation/resource master file.)*	Shop Resource	AFC_GL_Acct_ID (Labor WIP account) AFB_GL_Acct_ID (Burden WIP account)
Shipper *((Header)Holds header information related to entries in the shipping entry window.)*	Shipping Entry	Cust_Order_ID
Shipper_Line *((Line) Holds line item entered through shipping Entry.)*	Shipping Entry	Cust_Order_ID Cust_Order_Line_No G/L_Revenue_Acct_ID
Shipment_Detail *(Records the cost details related to a shipped order.)*	Shipment Details	Cust_Order_ID Transaction_ID Part_ID Product_Code
Shipment_Dist *(Holds the GL entry information for shipments to reclass amounts from Inventory to Cost of Sales.)*	Shipment Details Distribution record (GL)	Cust_Order_ID Part_ID G/L_Account_ID
WIP_Balance *(Records the work order period balances. Compares to the Account balance table.)*	WIP Balance	Workorder_Base_ID Workorder_Lot_ID Mat_GL_Acct_ID Lab_GL_Acct_ID Bur_GL_Acct_ID Ser_GL_Acct_ID
WIP_Payable_Dist *(Holds the ledger distribution record (G/L entry) based on the payable line items entered not linked to a PO (i.e. entered directly from AP))*	Payable Invoices linked to WOs	Workorder_Base_ID Workorder_Lot_ID Dist_No
WIP_Issue_Detail *(Records the each transaction identified as an Issue to work in process. These transactions result from Inventory Transaction entry or Purchasing.)*	Work-in-process Issues Details	Workorder_Base_ID Workorder_Lot_ID Transaction_ID
WIP_Issue_Dist *(Records the transaction record to post to the General Ledger based on the information held in the WIP_Issue_Detail table.)*		Workorder_Base_ID Workorder_Lot_ID G/L_Account_ID
WIP_Labor_Detail *(Records the labor ticket transactions costed to a work order.)*	WIP Labor Detail transactions	Transaction_ID Dist_No Workorder_Base_ID Workorder_Lot_ID

Table	Description	Links to:
WIP_Receipt_Detail *(Records receipts to inventory from inventory transaction entry as well as those related to shipments. Shipments of work orders to customers are accounted for as transfer for WIP to finished goods with a subsequent entry to reclassify finished goods to cost of sales.)*	WIP Receipts Detail	Workorder_Base_ID Workorder_Lot_ID Transaction_ID Part_ID
WIP_Receipts_Dist *(Holds the GL entry derived from the tables holding GL account information related to a work order and the appropriate amounts from the WIP_Receipts_Detail table.)*	WIP Receipts Distribution	Workorder_Base_ID Workorder_Lot_ID GL_Account_ID
WIP_Service_Detail *(Records the cost details related to service operations that have been received from an outside vendor.)*	WIP Service Detail	Workorder_Base_ID Workorder_Lot_ID Dist_No Transaction_ID
WIP_Split_Detail *(Records cost details for work order splits.)*	WIP Split Detail	Workorder_Base_ID Workorder_Lot_ID Workorder_Split_ID Workorder_Sub_ID Dist_No Transaction_ID
Work_Order *(Records each work order entered into the system.)*	Work Order	Base_ID Lot_ID Split_ID Sub_ID Part_ID Mat_GL_Acct_ID Lab_GL_Acct_ID Bur_GL_Acct_ID Ser_GL_Acct_ID

Multi-Currency in Costing

VISUAL determines and converts historical balances for tracking currency accounts based on either the exchange rate when the transaction originated or the system date when the transaction originated, depending upon your selection in Application Global Maintenance. VISUAL revalues account balances to reflect the appropriate values for System and Tracking currencies whereby every transaction balances in system, and transaction currency to the current rate.

Tracking costs of materials by currency is provided by the tracking currency feature. Because the material cost is quantitative it is processed at it's historical value. You can run costing utilities as often as needed (perhaps daily) for purposes of applying Labor and Burden. All Labor and Burden (indirect) costs use the rate in existence based on the transaction date or system date as defined in Application Global.

Cost Movements

VISUAL accumulates the appropriate currency values from Inventory or Service Charges and Estimated Bookings to calculate material costs. Each quantitative cost is tracked at its historical currency rate / value at the time of transaction entry to a work order based on the exchange rate dates for applying the exchange rate as set in Application Global.

Inventory Valuation

VISUAL values inventory using the FIFO (First In, First Out) method. The FIFO method of inventory valuation assigns cost to inventory in cost layers. Each addition (purchase, inventory receipt, and / or adjust-in) adds a new cost layer. Each subtraction (issue, sale, and / or adjust-out) removes one or more cost layers. For every tracking currency held by the database, VISUAL records and tracks all cost movements through the manufacturing process, from inventory through to cost of goods sold.

There are two types of FIFO layers held within VISUAL. First, raw material inventory contains layers via purchases from a supplier or they can be created when an issue return is created from work-in-process back to inventory (in the case of an over issue). Second, work-in-process can also contain FIFO layers where multiple inventory issues for the same part on a work order is contained in work-in-process.

Included below are examples to depict transaction flows in an actual cost database. In a standard cost database all inventory transactions are performed at the standard rate and therefore their computed issue costs carry the same value as the FIFO inventory layers.

FIFO Layers from Purchases

Every receipt of raw material inventory or finished goods inventory (VISUAL does not hold a distinction) is assigned a per unit price value. Raw material inventory FIFO layers are created when a purchase is received into inventory. The cost of the purchased inventory is derived by the number of units received times the per unit cost as identified on the purchase order. This value also represents the purchase order accrual value. Tracking currency values are assigned based on the receipt date or system date as designated in Application Global. Each purchase creates a unique layer of inventory, which is displayed by the inventory valuation report.

FIFO Layers from Issue Returns

Issue returns (parts issued to a work order returned to inventory) also create a FIFO layer. When parts are issued to a work order their costs are added to work-in-process based on the raw material FIFO layer they originated from. If the issue to WIP is derived from more than one layer then the costs of all the layers issued to fulfill the requirement are combined together to create a single WIP issue layer. Any subsequent issue of the same part to a work order creates an additional WIP issue layer. If a part on the work order is returned to inventory from work-in-process, a new cost layer is created with the layers value being derived from the WIP issue layers currently residing on the work order. If there is only one issue of a particular part for the work order the cost is straightforward. It being, the average unit cost (by combining original FIFO layers) times the number of units returned to inventory. When there is more than one raw material inventory "issue" to a work order the costs are returned from the WIP issue layers in FIFO order.

FIFO Layers from Receipts and/or Adjust-In

A receipt of inventory (finished goods) from a work order can also cause FIFO layers in inventory to occur. The cost of the inventory layer is derived from the average unit cost on the work order times the number of units. If the receipt closes the work order (complete receipts) the entire cost of the work order at the time of the receipt is the value of the FIFO layer.

Adjustments into inventory create a separate cost layer in inventory for the per unit cost assigned during inventory transaction entry. If no cost is assigned at that time, the cost is derived by the unit cost as set on the part master file when you run costing utilities.

Multi-Currency System Cost Flow

Inventory Transactions

There are eight classes of inventory transactions. Each of these transactions either move goods in or out of inventory or transfers between inventory locations, therefore making 16 possible transaction types. Most transactions affecting inventory (with the exception of transfers) either adds or removes costs from inventory. All movements applied are based on historical currency levels.

The following chart depicts the transaction classes.

	Normal		Return/Correction	
Transaction Type	**Debit**	**Credit**	**Debit**	**Credit**
Adjustment	Inventory	Adjustment	Adjustment	Inventory
Transfer/(in) Transfer/(out)	No Entry	No Entry	Inventory	Inventory
P/O Receipts (parts or services)	Inventory	Purchase Accrual	Purchase Accrual	Inventory
Accounts Payable (Direct)	Work-in-Process	Accounts Payable	Accounts Payable	Work-in-Process
W/O Receipts	Inventory	Work-in-Process	Work-in-Process	Inventory
Inventory Issue	Work-in-Process	Inventory	Inventory	Work-in-Process
Services	Work-in-Process	Purchase Accrual	Purchase Accrual	Work-in-Process
Labor / Burden	Work-in-Process Work-in-Process	Direct Labor Applied Overhead	Direct Labor Applied Overhead	Work-in-Process Work-in-Process
Indirect Labor	Indirect Labor	Direct Labor	Direct Labor	Indirect Labor
Shipments (2 parts) - Linked Orders Transfer to Finished Goods Transfer to Cost of Sales Shipments Finished Goods Shipment Return (RMA)	 Inventory Cost of Goods Sold Cost of Sales	 Work-in-Process Inventory Inventory	 Work-in-Process Inventory Inventory	 Inventory Cost of Goods Sold Cost of Sales

Basic Transaction Types

P/O Receipts

P/O Receipts are purchased items received into stock. When you receive P/Os you assign them to an inventory warehouse location. The number of units purchased as well as the cost of the purchased part(s) become a new cost layer of raw materials inventory. When the PO Receipt is received into inventory VISUAL books the entry to record a purchase accrual, as a credit with the offsetting debit to Inventory.

You can assign purchase inventory parts directly to a work order. When you receive these parts you book to raw materials inventory and immediately issue to the corresponding work order. The inventory transaction entry report depicts this process. Purchased parts that are purchased on behalf of an existing work order are given the same treatment as inventory issues when received into the warehouse. The only time these costs become a FIFO layer is if they are received into inventory through an inventory issue return.

Accrual amounts on Purchase Order Receipt transactions are set in all currencies defined as tracking based on the exchange rate in effect and results from the exchange rate date setting defined in Application Global Maintenance.

Services

In the same manner as purchased parts, service transactions entered as a work order in Infor VISUAL Financials can be purchased directly from the Manufacturing Window using the Costing Utilities function. Costing Utilities treats the transaction as if it were purchased parts. Costs are booked to WIP with the offset to the purchase accrual account.

Inventory Issue / Issue Returns

Inventory issues are transactions that assign raw material inventory to a specific work order. Inventory issues normally cause the reduction of one or more inventory layer(s). These costs become the basis of the material costs assigned to WIP. Inventory issue transactions are prepared by costing utilities to debit WIP and credit Inventory.

Issue returns are inventory parts sent back to the warehouse. Issue returns would most likely result from over issues or raw materials to a work order. The costing utility feature accounts for these costs with a credit to raw materials inventory and a debit to WIP. All movements applied are based on historical currency levels.

Accounts Payable

You can directly assign costs through accounts payable for items that did not go through the normal purchasing process. Link these costs to the work order in the Invoice Entry window. VISUAL requires you to enter the GL code to cost the items. The GL Account assigned to an account payable invoice linked directly to a work order is treated as a clearing account. Costing utilities posts an offset entry to the GL account and applies the transaction value to WIP.

Currency overrides are based on the receipt exchange rate date as set in Application Global Maintenance.

Warehouse Transfers

The cost implication, such as the treatment of warehouse transfers, are dependent on the setting applied for the FIFO method in Application Global. If the FIFO method option is set to track “by part transfers” from one location to another it does not have any cost implications. Inventory transaction entry records the movement (without cost implication) to the new location. If the FIFO method to track “by part location” is set VISUAL records cost movements between locations. All movements applied are based on historical currency levels.

Inventory Adjustments In / Out

Inventory adjustments usually originate from physical inventory counts. Typically, companies take physical counts to keep perpetual records in line with actual inventory on hand. Discrepancies between the actual inventory on hand and the perpetual records requires an adjustment, either in or out. If an adjustment-in is required VISUAL costs this adjustment as a new cost layer. Adjustments-out removes costs from an existing cost layer or potentially removes an entire cost layer from Inventory. When entering adjustments through Inventory Transaction Entry VISUAL requires you to assign a G/L Account for the other side of the transaction. VISUAL knows raw materials inventory will be either debited or credited (depending on the adjustment type). You need to define the GL offset account to apply to the other side of the transaction. All movements applied are based on historical currency levels.

Direct Labor / Burden

Labor charges are applied directly to the labor ticket during Labor Ticket Entry either through bar coding or by entering via a computer terminal. All costs for setup and run times are recorded in WIP when you run Costing Utilities. VISUAL records the entry to direct labor in WIP as a debit to Work-in-Process Labor and a credit to Direct Payroll Manufacturing.

Burden (overhead) represents costs associated with the cost of manufacturing without the capability of identifying the costs to specific operations or jobs in WIP at any one point in time. For example, rent, utilities, general plant maintenance, and depreciation are costs that every manufacturing environment incurs but are not attributable to specific jobs in WIP.

Costing in VISUAL provides the ability to set burden rates to capture these costs and allocate them to jobs that flow through WIP. VISUAL also provides you with the ability to apply burden to raw materials inventory as well as to specific operations used in the manufacturing process. Burden rates applied to raw materials inventory on the part master file will cause burden to be charged each time that the part is issued to a work order. Burden costs assigned operations are applied to WIP at the time of Labor Ticket Entry.

The settings assigned on the resource in Shop Resource Maintenance are the burden costs applied during Labor Ticket Entry. VISUAL derives the burden rate either from the operation set in Shop Resource Maintenance or from the operation on the bill of materials. The determination of whether costs are extended from the resource or the work order depends on the Burden Basis setting as defined in Application Global Maintenance. If the option is set to determine by resource burden, then VISUAL looks to the settings as defined in the Resource ID of Resource Maintenance to determine the proper amount of burden to apply. If the option is set to determine by operation burden, then the amounts applied on the work order are used to determine the amount of burden.

Indirect Labor

Indirect labor is applied in VISUAL in the same manner as direct labor. The only difference is the transaction type is set to Indirect as opposed to setup or run through the Labor Ticket Entry window. Indirect labor is not charged to specific jobs. Costs associated with indirect labor are reclassed from manufacturing payroll to the appropriate manufacturing indirect Labor G/L Account(s).

Shipments (Sales)

When you ship customer orders, VISUAL marks accumulated costs in work-in-process as closed. Work-in-process inventory costs flow through to Cost of Sales in the general ledger in two distinct offsetting entries. The first entry reclassifies work-in-process costs to finished goods inventory. The second entry records the transfer of finished goods inventory to Cost of Sales to properly match costs with revenue as required by generally accepted accounting principles. The exchange rate is based on the shipping date, or the date of invoice generation as defined in Application Global Maintenance.

Chapter 19

Accounts Receivable Invoice Entry

Accounts Receivable Invoice Entry

The Infor VISUAL Financials Accounts Receivable system provides information about your company's credit sales and cash receipts as your company manufactures and ships products. Invoicing is the process of billing customers for the shipment of goods. The process of generating the invoices and posting them to the General Ledger creates records that include what the customer has bought, how much they owe, and when payment is due. It also identifies any payments past due.

The Accounts Receivable Entry window allows you to generate invoices, copy invoices from manufacturing, create prepayments, issue credit memos, and produce management reports. You have the choice of generating invoices as soon as goods are shipped, or alternatively you may want to create invoices for goods shipped on a daily basis. If you are using the Shipping Entry function of Infor VISUAL Financials, you should use the **Invoice Forms** option from either the **Sales** or **Receivables** menu to create the invoices.

The Accounts Receivable Invoice Entry functionality is in compliance with the single currency Euro regulations. The VISUAL system globally tracks all currencies by transaction. You can report in either the Euro or the Native currency. In regard to conversion and rounding issues, VISUAL adheres to the standards established by the European Monetary Union (EMU).

Using A/R Invoice Entry

The Accounts Receivable system provides important cash flow information vital to the effective management of your business.

Use the A/R Invoice Entry function for:

- ❒ Implementing A/R Invoice Entry
- ❒ Setting up Auto Numbering of Invoices
- ❒ Creating A/R Invoices
- ❒ Entering A/R Invoices
- ❒ Entering Prepayments from Customers
- ❒ Editing A/R Invoices
- ❒ Redistributing Transactions
- ❒ Listing Payments
- ❒ Using Collections
- ❒ Generating Credit Memos
- ❒ Creating Recurring Receivables
- ❒ Generating Recurring Receivables
- ❒ Setting/Resetting Exchange Rates
- ❒ Posting A/R Invoices to the General Ledger
- ❒ Configuring Line Item Tables
- ❒ Viewing A/R Invoice Entry Tables
- ❒ Creating A/R Invoice Notes/Specifications
- ❒ Printing A/R Reports and Transactions

A Typical A/R Processing Cycle is as follows:

- ❒ Enter customer orders using the Customer Order Entry function in Infor VISUAL Financials
- ❒ Record shipments to customers using the Shipping Entry function in Infor VISUAL Financials
- ❒ Print invoices using Invoice Forms
- ❒ Copy Invoices from Manufacturing & Post Invoices to the General Ledger
- ❒ Print the A/R Aging Report
- ❒ Process customer payments using the Accounts Receivable Cash Application function
- ❒ Post Cash Applications to the General Ledger
- ❒ Print the G/L Transaction Report

Implementing A/R Invoice Entry

To implement the A/R system, you first need to build the Customer table using the Customer Maintenance function available from the Receivables window.

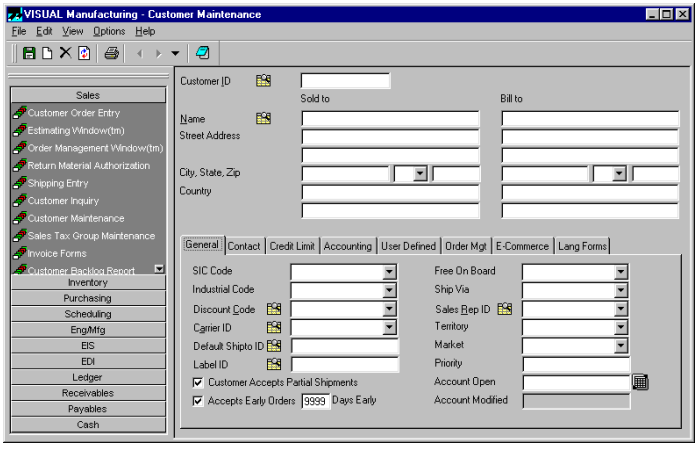
Building the Customer Table

To properly automate procedures within A/R Invoice Entry you need to create and maintain master files with correct information for each of your customers. Build the Customer table using Customer Maintenance.

To open the Customer Maintenance window:

1. Select **Receivables, Customer Maintenance** from the VISUAL main menu.

   The Customer Maintenance window appears.



2. Enter the pertinent information for each customer.

   See Chapter 6 for more information on Customer Maintenance.

3. Click the **Save** button to save the customer information.

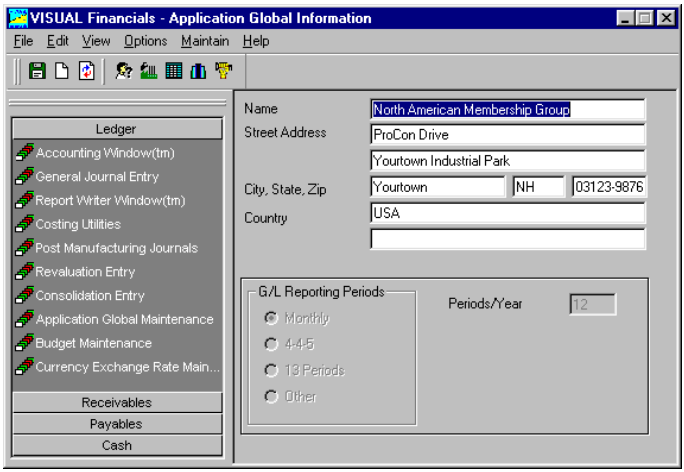
Maintaining A/R Accounts to the G/L Interface Accounts Table

G/L Interface Accounts define the relationship between the subledgers and the general ledger by creating default ledger accounts subordinate to the accounts already defined in the Chart of Accounts that receive the transaction postings generated by the other VISUAL applications.

Edit A/R Accounts to the General Ledger Interface Accounts table by using the Financial Application Global Maintenance function.

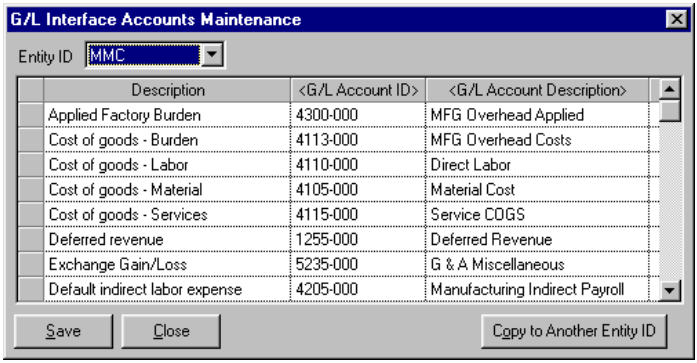
1. Select **Ledger**, **Application Global Maintenance** from the VISUAL main menu.

   The Financials Application Global Maintenance window appears.



2. Select **Maintain**, **G/L Account Interface** from the menu.

   The G/L Interface Accounts Maintenance dialog box appears.



You can edit existing lines in the interface table at any time.

3. Select the row to which you want to add information.

   The row becomes highlighted.

4. Move to the G/L Account ID column and enter a G/L Account ID that exists on the Chart of Accounts.

5. Click on **Save** to save your changes.

   Click on **Close** to cancel any changes and return to the Application Global Maintenance window.

   See Chapter 3 for more information on Application Global Maintenance.

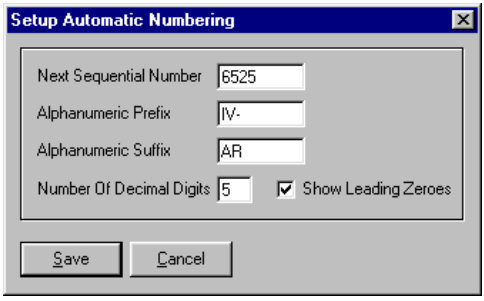
Setting Up Auto Numbering

Use Automatic Numbering to generate the Invoice IDs. Using Auto Numbering can significantly reduce keystrokes, confusion and ensure proper control for document sequencing. Although Auto Numbering is not required, it is an extremely helpful feature. You would normally set up Automatic Numbering during implementation; however, you may activate Auto Numbering at any time.

If you want to modify your numbering scheme AFTER you have entered data into the system, you may do so using this feature; however, you cannot use duplicate numbers. If you try to assign a duplicate number, VISUAL generates a warning message and asks you to supply a different number. The Auto Numbering window is accessible from the A/R Invoice Entry window, and the Invoice Forms window.

1. Select **Receivables, Invoice Entry** from the VISUAL main menu.
2. Select **Edit, Auto Numbering** from the A/R Invoice Entry menu.

   The Setup Automatic Numbering dialog box appears.



3. Enter the following information in the dialog box.

   Next Sequential Number - Enter the next Sequential Number that you want used for the numeric portion of the Invoice ID.

   This number may be up to 7 digits in length.

   Alphanumeric Prefix/Alphanumeric Suffix - Assign any alphanumeric Prefix or suffix.

   These are case sensitive; you should use capitals for all letters.

   Number of Decimal Digits - Enter the total number of digits in the numeric portion of the ID in the Number of Decimal Digits field.

   Show Leading Zeroes - If you want leading zeros to be included in a number, select the **Show Leading Zeroes** check box. Leading zeroes keep all IDs the same number of characters in length.

   VISUAL uses this number to generate the proper number of leading zeros.

4. Click the **Save** button to save the changes, or **Cancel** to close the dialog box without saving the changes.

Creating Invoices for Accounts Receivable

Accounts Receivable invoices record information about what your customer has bought, how much they owe, and when payment is due. After you ship an order, you MUST create an invoice. You can immediately create an invoice as you generate shipments. You can also store invoices in manufacturing until you are ready to copy them into A/R Invoice Entry using the **Copy Invoices from Manufacturing** utility located under the **File** menu. In either case, VISUAL extracts the invoice information from the information supplied in Customer Order Entry.

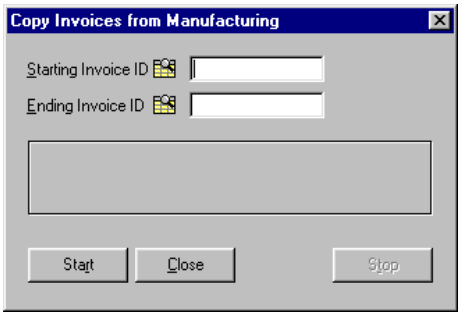
There are two methods available to produce invoices:

- **Creating an A/R Invoice from the Print Invoice Forms window** - Select this option to create an invoice from Print Invoice Forms. Refer to "Invoice Forms" in Chapter 22 for more information.
- **Creating an A/R Invoice from the A/R Invoice Entry window** - VISUAL offers two ways to create an A/R invoice in the A/R Invoice Entry window.
  - Copy A/R invoices directly from Manufacturing. This option is discussed later in this chapter.
  - Manually enter A/R invoices in the A/R Invoice Entry window.

Copying an A/R Invoice from Infor VISUAL Financials

1. Select **File**, **Copy Invoices from Manufacturing** from the A/R Invoice Entry window.

   The Copy Invoices from Manufacturing dialog box appears.



2. Click the **Browse** button beside the Starting Invoice ID to select

the starting invoice to copy, or enter the starting invoice ID in the field provided.

You can leave the Starting and Ending Invoice ID fields blank to copy all invoices not previously copied.

3. Click the **Browse** button beside the Ending Invoice ID to select the ending invoice to copy, or enter the ending invoice ID in the field provided.

   You can leave both the Starting and Ending Invoice ID fields blank to copy all invoices not previously copied.

4. Click the **Start** button.

   VISUAL copies the invoices.

If necessary, you can edit the invoices after they are created. After you review and/or edit the invoices, you must post them to the General Ledger. Edits made only at the A/R level will not update the manufacturing side; therefore, your edits will not appear on a duplicate invoice printed from the Report menu.

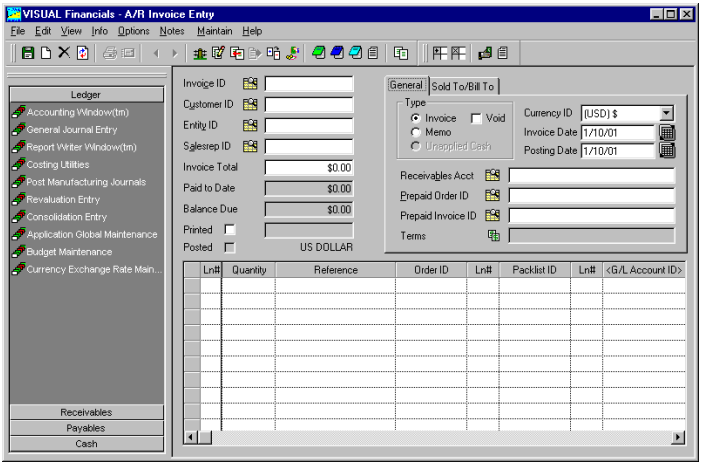
If you choose not to generate A/R invoices from Infor VISUAL Financials, or if you need to create an invoice for an order that did not ship (i.e., a storage charge), you must manually enter the invoices in Accounts Receivable using the A/R Invoice window.

Starting A/R Invoice Entry

The A/R Invoice Entry module stores and processes information about monies owed to your company. You can use this information to produce invoices and track payments.

Select **Receivables, Invoice Entry** from the VISUAL main menu.

The A/R Invoice Entry window appears.



Entering A/R Invoices in Infor VISUAL Financials

If you decide not to use the invoice generation and printing option available in Infor VISUAL Financials, or you are invoicing for something (i.e. storage charge) that is not shipped, then you need to manually enter the invoices into Accounts Receivable.

1. Enter an Invoice ID if you are NOT using the Auto Numbering feature.

   If you ARE using Auto Numbering for A/R invoices, leave this field blank and VISUAL will assign it when you save the invoice.

2. Click the **Browse** button to select a Customer ID from the list, or enter the customer ID in the field provided.

   This is the customer for whom you are generating the invoice.

   When you select the Customer ID, VISUAL displays the Sold To/ Bill To information for the customer in the respective fields.

3. If you are using Multi Entity, click the **Browse** button to select an Entity ID from the list, or enter the Entity ID in the field provided.

4. To assign a sales rep to this invoice, click the **Browse** button beside the Salesrep ID field to select a Sales Rep ID from the list, or enter the sales rep in the field provided.

5. Specify an Invoice Total in the Invoice Total field.

   This is the total amount of the invoice. VISUAL requires the detail line item amounts to equal this total.

   The Paid to Date field displays the amount the customer has already paid toward this invoice.

   The Balance Due field displays the amount the customer still owes on this invoice.

6. Check the **Printed** check box if you want to track invoices by printing in the Draft Mode status.

   VISUAL does not allow edits to an invoice marked **printed**. This is not a required field.

   The Posted box when checked, informs you of the posted status of the invoice.

   The field to the right of the Printed and Posted checkboxes indicates the date the invoice was printed/posted.

7. If necessary, click the **General** tab, then enter the following information in the **Type** group box.

Invoice - Select this option to create an invoice.

Memo - Select this option to create a memo.

Unapplied - Select this option to create an invoice strictly for an unapplied cash memo.

Void - Select this option to void a memo.

8. Click the down arrow to select a currency ID for the invoice.

   The Currency ID defaults from the entry made in Transaction Currency ID field in Customer Maintenance.

9. If necessary, click the **Calendar** button beside the Invoice Date field to enter an Invoice Date, or enter the invoice date in the field provided.

   VISUAL defaults to the current system date.

10. If necessary, click the **Calendar** button beside the Posting Date field to select a posting date, or enter the posting date in the field provided. The period MUST be open or A (Active).

    VISUAL defaults to the current system date. This is the date the information posts to the General Ledger.

    If the Posting Date you specify is a prior or future period, you must post to that period in order to include this invoice's amounts in the ledger.

11. Click the **Browse** button beside the Receivables Acct field to select a receivables account in the General Ledger you want to post, enter the receivables account in the field provided, or leave this field blank to use the account defined for this customer on the Customer Maintenance G/L Interface Accounts Table.

    You can set up a default A/R Account in Customer Maintenance. The account in Customer Maintenance overrides the G/L differences if populated. See Chapter 6 for more detail.

12. If you are creating a Prepayment or Deposit by Customer, click the **Browse** button beside the Prepaid Order ID field to select a Prepaid Order ID from the list, or enter the Prepaid Order ID in the field provided.

    See Entering Prepayments later in this chapter.

13. Click the **Browse** button beside the Prepaid Invoice ID to select a prepaid invoice ID from the list, or enter the prepaid invoice ID in the field provided.

14. If necessary, Click the **Terms** button to edit the credit terms for this invoice.

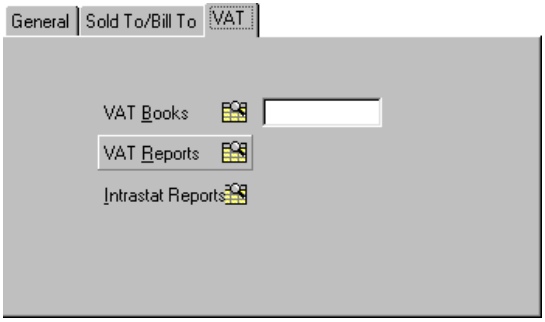
    The credit terms default automatically from the terms established for the customer in Customer Maintenance.

15. If you need to view Sold/Bill To information click the **Sold/Bill To** tab.

    The send to address and bill to address tab dialog box appears for your review.

16. If you have VAT (Value Added Tax) enabled on your system, click the VAT tab.

    The VAT tab appears.



17. Enter the following information in the VAT tab.

    VAT Books - Click the **Browse** button to select a VAT Book from the list, or enter the VAT Book in the field provided.

    VAT Books control the numbering sequence of all invoices and memos created when VAT is enabled. For more information, refer to Application Global Maintenance in Chapter 3.

    VAT Reports - Click the **Browse** button to output a VAT report. Refer to "Printing VAT Reports" later in the chapter.

    Intrastat Reports - Click the **Browse** button to output an Intrastat report. Refer to "Printing Intrastat Reports" later in this chapter.

18. To create detail lines on the invoice, click the **Insert** toolbar button to insert a row and add a detail line.

A new row appears in the table. VISUAL automatically assigns the new row a line number. The cursor appears in the Quantity field by default.

19. Enter the quantity of the first item on the invoice.
20. Optionally (for your use), enter a description in the Reference column.

    Using a description clarifies the invoice line contents.

    The Order ID, Ln # (Packlist Line #) fields automatically populate from manufacturing shipments and do not apply to manual invoices.
21. Enter or select the G/L Account ID to which you want this line item amount credited. Double-click the column header to display the Chart of Accounts list. When you choose from the list, the G/L Account Description displays automatically.
22. Enter the amount of this line item in the Amount column.
23. Enter the commission percentage for the selected item on this invoice in the Commission % column. This option applies to invoices created manually in A/R Invoice Entry, and invoices created in Customer Order Entry. The commission percentage entered in this field overrides the commission percentage entered in Customer Order Entry. After the invoice is posted, changes to the commission percentage field are not allowed.

    See “Adding Specifications” later in this chapter.
24. If you are entering Line Specs and/or Invoice Specs information to your invoice click the **Line Specs** or the **Invoice Specs** button.

    See “Adding Specifications” later in this chapter.
25. If you are entering Customer Notes, A/R Customer Notes, and/or Invoice Notes information to your invoice, click the **Customer Notes**, **A/R Customer Notes**, or the **Invoice Notes** button.

    See “Working with Notes” later in this chapter.

Entering Prepayments

You may have customers that are required to prepay their orders, or give you a down payment for an order. You can accomplish this by using the A/R Invoice Entry window. The customer order MUST exist before you can specify it as a prepaid order. When you do this, VISUAL connects the payment to the Customer Order ID, so that when the order ships and the A/R invoice generates, the prepayment amount is automatically deducted from the balance due on the invoice.

Follow the procedures below to record a prepayment invoice:

1. Click the **New** toolbar button.
2. Click the **Browse** button to select an Invoice ID in the Invoice ID field if you are **not** using the Auto Numbering feature.

   If you have set up Auto Numbering for A/R invoices, leave this field blank and allow VISUAL to assign it.
3. Click the **Browse** button beside the Customer ID field to select the Customer ID from the list, or enter the Customer ID in the field provided.

   This is the customer who is prepaying their order.
4. If you are running Multi Entities, click the **Browse** button beside the Entity ID field to select an Entity ID from the list, or enter the Entity ID in the field provided.
5. Click the **Browse** button beside the Salesrep ID field to choose a sales rep for this prepayment, or enter the Sales Rep ID in the field provided.
6. Enter the Invoice Total dollar amount in the Invoice Total field.

   This is the amount of the prepayment, **not** the total order amount.
7. Click the **Printed** check box if you want to track invoices by printing in the Draft Mode status.

   VISUAL specifies the date the invoice was printed in the field beside the **Print** check box when the invoice is saved.

   VISUAL does not allow edits to an invoice marked **printed**. Use Draft Mode to view invoice(s) scheduled for prepayment. Uncheck the box to activate.

   The Posted box informs you of the posted status of the invoice.
8. Click the **General** tab, if necessary, then select one of the following options.

   Memo - Select this option to create a memo.

   Unapplied Cash - Select this option to create an invoice strictly for an unapplied cash memo.

Void - Select this option to void an invoice.

9. Click the **Browse** button beside the Currency ID field to select a Currency ID from the list, or enter the Currency ID in the field provided.

   The Currency defaults from the entry made in the Transaction Currency ID field in Customer Order Entry.

10. Click the **Calendar** button beside the Invoice Date field to select an Invoice Date from the list, or enter an invoice date in the field provided.

    Tab out of the field to use the current system date.

11. Click the **Calendar** button beside the Posting Date field to select a posting date from the list, or enter the posting date in the field provided.

    Leave the field blank to use the current system date.

    This is the date the information will post to the General Ledger. The calendar date for that period MUST be Open or Active. See Chapter 3, "Application Global Maintenance," for more information on setting up the Account Calendar.

    If the Posting Date you specify is a prior or future period, you must post to that period in order to include this invoice's amount in the ledger.

12. Click the **Browse** button beside the Receivables Acct field to select a receivables account from the list, or enter a receivables account in the field provided.

    Leave the field blank to use the account defined on the G/L Interface Accounts Table.

    When selecting the G/L account, remember that you are entering a payment against an invoice.

13. Enter the Order ID for which the customer is prepaying in the Prepaid Order ID field.

    Click the **Browse** button to select the order from the list, or enter the prepaid order ID in the field provided.

    Entering the Order ID here creates the crucial link between the order and the invoice. This is the only way that the deposit nets against the invoice.

14. To edit credit terms, click the **Terms** button beside the Terms field.

    The credit Terms default automatically from the terms established for the customer in Customer Maintenance.

    See Chapter 6 for more information on Setting Terms.

15. Click the **Insert** toolbar button to insert a row and add a detail line.

    A new row appears in the table. VISUAL automatically assigns the new row a line number. The recommended G/L Account on the prepayment invoice line is the Deferred Revenue Account specified in the G/L Interface table.

16. Click the **Save** toolbar button to save the entry.

    When the customer order ships and VISUAL generates an invoice, VISUAL detects a relationship between the order and a prepayment and generates the invoice LESS the prepayment amount. For more information, refer to the "Shipments" chapter of the *Infor VISUAL Financials User's Guide*.

    You are now ready to apply the prepayment received against this invoice through Cash Application. See Chapter 21 for more information.

Editing A/R Invoices

You can edit invoices whether you enter them manually through the A/R Invoice Entry window or generate them automatically through the Print Invoices feature of Infor VISUAL Financials. You can edit header information such as the Posting Date and Invoice Total in addition to editing detail line items only if that A/R Invoice has NOT been posted to the General Ledger.

Changes that you make to an A/R Invoice originating from a Customer Order do not reflect on a duplicate invoice printed from the **Reports - Invoice Forms** option. It does not update the Customer Order information.

To edit A/R Invoices:

1. Click the **Browse** button beside the Invoice ID field to select an invoice ID from the list to edit, or enter the invoice ID in the field provided.
2. Make the necessary changes.
3. Click the **Save** button to save the changes.

Editing Invoice Line Items

You can edit individual line items of unposted invoices. You can add line items, change existing line items, renumber lines, and delete line items.

Adding Line Items

1. With the appropriate invoice in the A/R Invoice Entry window, click the **Insert** button.

   VISUAL adds a new line item to the table.
2. Enter the appropriate line item information.

   See “Entering Invoices” in this chapter for more information.
3. Click the **Save** button to update the invoice.

   Note: *The line items MUST equal the amount in the Invoice Total field.*

Editing Line Items

1. With the appropriate invoice in the Invoice Entry window, move the cursor to the field you want to edit.
2. Make the necessary changes to the field.
3. Click the **Save** button to update the invoice.

Renumbering Line Items

1. With the appropriate invoice in the Invoice Entry window, select **Edit**, **Renumber lines** from the menu.

   VISUAL renumbers the line items from oldest to newest.

2. Click the **Save** button to save the changes.

Deleting A/R Invoices

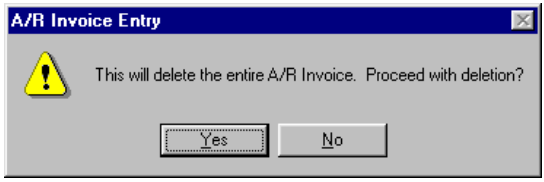
You can completely remove an unposted invoice from the database, including all its line item details only **if the invoice has NOT been posted to the General Ledger. To reverse the action of the posted invoice, you must void it.**

Caution

Deleting an invoice permanently removes the information from the database. You cannot recover a deleted invoice. Be sure that you want to delete the invoice before continuing.

1. With the invoice that you want to delete in the A/R Invoice Entry window, click the **Delete** button.

   VISUAL warns you with a dialog box, informing you that the invoice information, including all details, will be permanently removed if you continue.



2. Click the **Yes** button to permanently remove the invoice, or the **No** button to leave the invoice in the VISUAL database.

   VISUAL removes the invoice from the database.

   If the products on the invoice were selected to be shipped, a dialog box appears notifying you that the customer order shipments (formerly) associated with this invoice are now eligible to be invoiced again.

Voiding A/R Invoices

You may occasionally need to void an invoice to reverse the action of a posted invoice. For example, the invoice may have been entered incorrectly, or may be associated with the wrong customer. You can void both posted and unposted invoices. You cannot, however void an invoice that has payment(s) applied to it.

Note: *Do NOT use a void for merchandise returned to you from the customer. VISUAL cannot trace the transaction. Use the Return function of Shipping Entry in Infor VISUAL Financials instead.*

Voiding A/R Invoices that have NOT Been Posted

1. With the appropriate invoice in the A/R Invoice Entry window, click the **Void** box, located in the Type section of the window.

   VISUAL marks the invoice as voided.

2. Click the **Save** button.

VISUAL does not post this invoice to the General Ledger. When you void an invoice, VISUAL creates distribution records that reverse the original invoice/memo distributions. If you make the unposted voids within the current posting dates, neither the original distribution records nor the reversing records post to the General Ledger, if the dates are within the posting period. If you need to void an invoice that is in a prior period, that has NOT been posted, you may need to change the posting date to the current period. It is as if the invoice never existed. With the exception of the Customer History Report, the voided entry does not appear on any reports. For shipped items, the packlist becomes eligible for invoicing again.

Voiding A/R Invoices that HAVE Been Posted

1. With the appropriate invoice in the A/R Invoice Entry window, click the **Void** box located in the **Type** group box on the General tab.

2. If the invoice is from a prior period, change the posting date to reflect one in the current period.

   Click the **Calendar** button beside the Posting Date field to select a Posting Date from the list, or enter the Posting Date in the field provided.

3. Click the **Save** button.

4. Post the transaction(s) to the General Ledger by selecting **Edit**, **Post to General Ledger** from the menu.

   VISUAL processes the void invoice request, which in effect reverses the action.

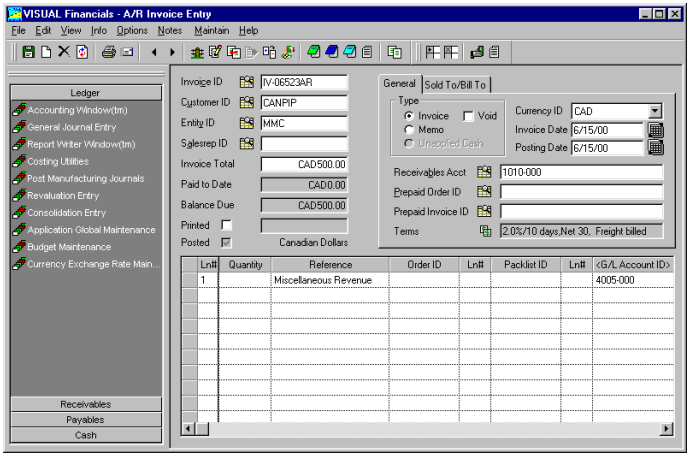
If you want to void the invoice and it is in a closed period, you need to reopen that period before you can perform the void. See Chapter 3 for more information on setting up the Account Calendar.

The items on the packlist are reversed, and are reinstated in inventory and become eligible for invoicing again.

Redistributing Transactions

If you make any changes or revisions to an invoice, select **Redistributing Transactions** to recalculate and redistribute the transaction(s). VISUAL provides this functionality as a way to "refresh" and update the database tables. This function corrects any out of balance conditions. You can only redistribute transactions to a previously saved unposted transaction.

1. Open the unposted invoice in the A/R Invoice Entry window.



2. Make the necessary changes by overtyping the information in the field.

   You can change information in any field.

3. Click the **Save** button to save the changes.

4. With the unposted invoice open, select **File**, **Redistribute Transactions** from the menu.

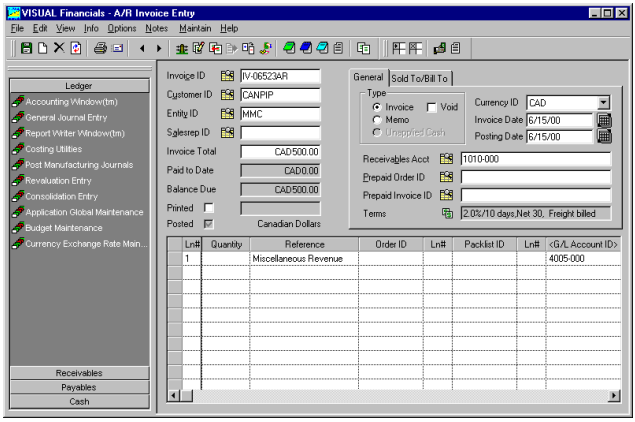
   VISUAL automatically updates the distribution record (invoice).

   If changes or revisions are made to any Financial module, VISUAL automatically redistributes the transactions when you save and are reflected across all pertinent database tables.

Listing Payments

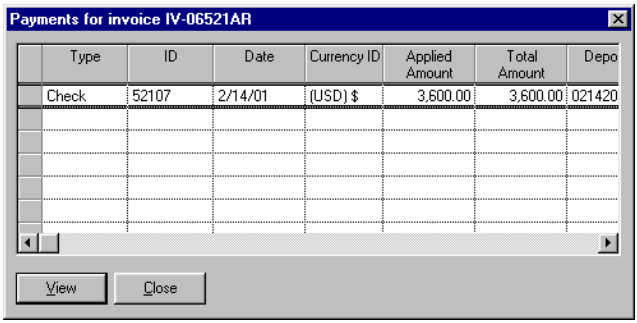
Use List Payments to track your payments and view the list of payments made to the selected invoice. VISUAL lists all payments made against an invoice.

1. Open a paid (or partially paid) invoice in the A/R Invoice Entry window.



2. Select **Info**, **List Payments** from the menu.

   VISUAL populates the List Payment, an informational dialog box with the pertinent information.


Payments for invoice IV-06521AR
Type ID Date Currency ID Applied Amount Total Amount Depo
Check 52107 2/14/01 (USD) $ 3,600.00 3,600.00 021420
View
Close

Accessing Payment Details from the List Payment Option

You can access the actual payment detail by double-clicking the line item or highlighting the line and then clicking the **View** button.

VISUAL populates the window with the actual payment information. The payment information could result from Cash Application or from an applied memo.

Using Collections

The Collections module enhances the collections and credit management efforts of the Receivables Department by tracking the status of open receivables. By use of notes within the Collections Module, you can track and monitor discussions with customers either through the customer order or the invoice. You can access the information by customers individually or by all customers, by currency, or by tardiness for a thorough review of your collection invoice data. The module displays all invoices currently held in VISUAL's Accounts Receivable system. **Invoices that you print from Infor VISUAL Financials, but do not pass to Accounts Receivable are not visible on the Collections module.** To view those invoices, you need to copy from Infor VISUAL Financials first.

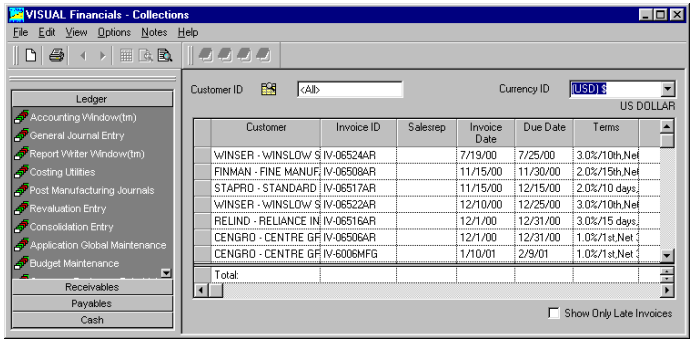
The Collections window is accessible from the A/R Invoice Entry window, and the **Receivables** menu option from the VISUAL main menu.

Setting/Resetting Collection Schedules

Use Setting/Resetting Collection Schedules when you and your customer establish a new collection schedule agreement to set, convert, or reschedule existing delinquent invoices.

1. Select **Info, Collections** from the A/R Invoice Entry menu.

   The Collections dialog box appears.



2. Click the **Browse** button beside the Customer ID field to select a Customer ID from the list of unpaid invoices, or enter the Customer ID in the field provided.

   VISUAL defaults to all unpaid customer invoices.

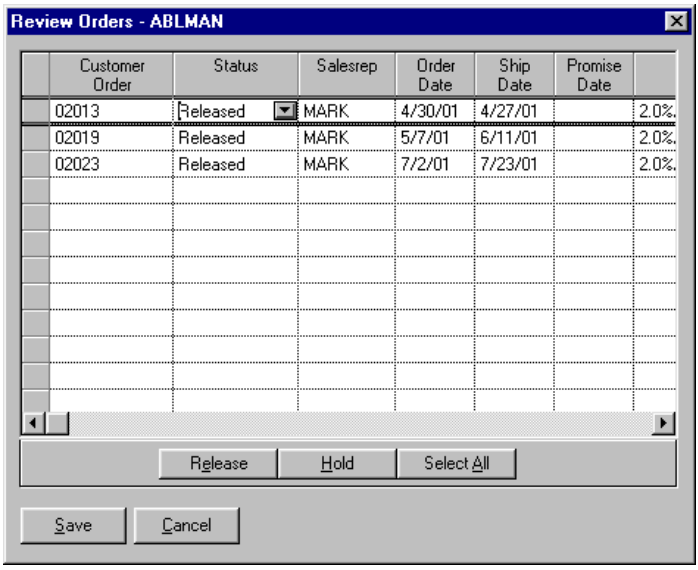
You can press **Previous Customer ID in Set** and **Next Customer ID in Set** toolbar buttons to move sequentially to the next customer or previous customer in the list, which populates the window with the customer's open item information. By using this feature, you address all of the open items in your database.

3. If you want to display only late invoices, click the **Show only late invoices** check box at the bottom of the dialog box.

4. To view the invoice transaction, select the detail line, then click the **View Invoice** button, or you can open the specific invoice that you want to view by double-clicking the highlighted invoice.

5. Click the **View Orders** toolbar button to view open orders for a particular customer or for all customers in your database.

   The Review Orders dialog box appears, listing the pertinent orders for the customer or all customers.



To change the status of one or more invoices, select the invoice(s) you want to change, then click the appropriate button located below the table.

The Select All button allows you to select all invoices within the table.

Released - Click this button to change the invoice to a released status.

Hold - Click the **Hold** button to change the invoice to a Hold status.

Another way to change the status of an invoice is to change each invoice in the table. Click in the appropriate cell under the Status column. A down arrow appears. Click the down arrow to select either a **Released**, or **Hold** status.

When you are finished with the Review Orders dialog box, click the **Save** button to save your changes, or the Cancel button to exit without saving changes.

6. In the Collections dialog box, click the down arrow next to the Currency ID field to select a Currency ID from the list, or enter the Currency ID in the field provided.

   The Currency type that you assigned to the customer automatically populates in read only format when you select a Customer ID. However, if you enter a Customer ID the Currency field containing the **All** option, the Currency field becomes active. This allows you to selectively view all unpaid invoices of a particular currency.

Using Collection Notes

Use the Notes options to record, as a permanent record, invoice collection discussions between the A/R Department and your customers for resolution of delinquent accounts. Notes are available in a variety of forms. You can access all Notations from this window to add or update any pertinent information at any time. You can access them by either the toolbar buttons or the **Notes** menu option.

Customer Notations are the general notes area where you can record any notes that you want to keep about this customer. All notes are specifically for your company's internal use and do not appear on any outgoing forms.

Customer Collection Notations record diary entries related to collection conversations with your customers to record decisions and procedures.

Invoice Notations allow you to record any notes that you want to keep concerning this customer and the invoice. All notes are specifically for your company's internal use and do not appear on any outgoing forms.

Invoice Collection Notations track specific issues that relate to collection efforts on a specific invoice. As an example, this may coincide with the diary entries made related to collection conversations and procedures as agreed and the actual progress of those decisions.

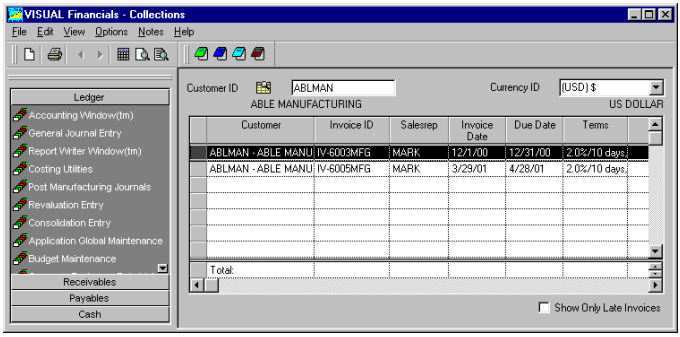
Using the Collection Payment Schedule

Use the Collection Payment Schedule function to track and schedule payments on unpaid invoices based on the customer's promise to pay.

If you have multiple unpaid invoices for the same customer, you can schedule to track them together. You can monitor the schedules for collection activity and follow-up using the assignment of promissory dates and amounts. You can arrange an auto schedule using a starting date, period length and number of periods or payment amounts to create the schedule. If multiple invoices are part of the schedule, auto schedule applies payments based on each invoice's order of age until each invoice is completely paid.

You can establish collection schedules manually or through the Auto Schedule feature. If a schedule does not exist for a customer, the schedule defaults to full payment of the invoice(s) on their original due date.

1. To manually or automatically set up payment schedules, highlight the invoice(s) that you want to schedule for collection from the Collections window.

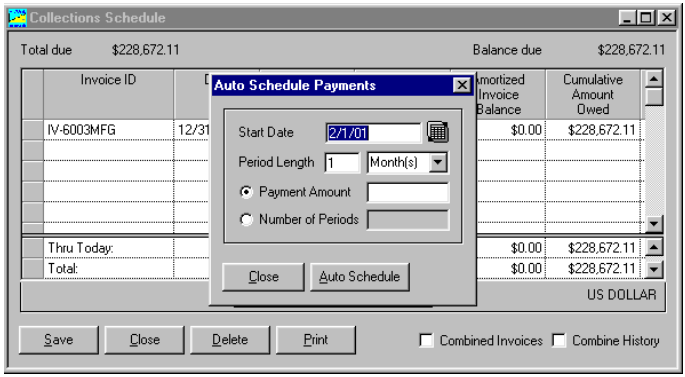


VISUAL offers several ways to select the invoice lines:

- ❒ Drag the cursor to highlight several consecutive invoices.
- ❒ Use the SHIFT key and the down arrow key simultaneously.
- ❒ Use the CTRL key and highlight each line to select nonconsecutive rows.

2. Click the **Setup Payment Schedule** toolbar button after you select the invoice(s) that you want to schedule.

The Collections Schedule dialog box appears along with the Auto Schedule Payments dialog box.



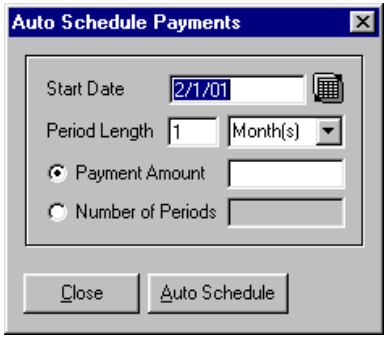
Creating Automatic Payment Schedules

Use the Auto Collection Payment Schedule function to establish payment amounts agreed to by your customer to satisfy outstanding balances.

To Create an automatic Payment Schedule:

1. From the Collections window, select all invoices that you want to include in the payment schedule.
2. Click the **Setup Payment Schedule** button.

   The Auto Schedule Payments dialog box appears.



3. Enter information in the following fields to create a payment schedule:

   Start date - Click the **Calendar** button beside the Start Date field to select a start date, or enter a start date in the field provided.

   VISUAL assumes the Collection Schedule begins on the first day of the period following the current system date.

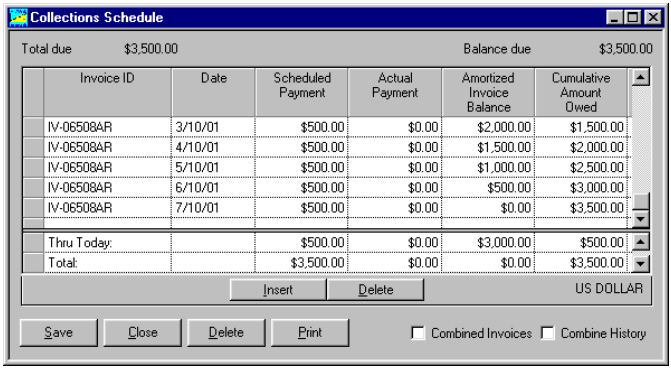
   Period length - This is the number of days, weeks, months that you schedule the collection payment promise. This field allows you to specify how frequently your customer promises to pay.

Payment Amount or **Number of Periods** - The next two fields establish the promise value in the Payment Schedule.

If you designate a specific Payment Amount, VISUAL applies the promises against the oldest invoice in the plan for this amount until the invoice is paid in full and continues to the next oldest invoice until all invoices have been scheduled (provided multiple invoices have been assigned to the schedule).

If you specify a Number of Periods, VISUAL calculates a payment amount that 'pays in full' the invoice(s) over that number of periods. This amount is then applied to the invoice(s) on a 'first in first out' basis.

4. Click the **Auto Schedule** button, then move the Auto Schedule payments dialog box so that the Collections Schedule box is viewable.



VISUAL assigns the payment promise information to the invoice(s) information on the Collection Schedule.

5. Select the appropriate view check boxes.

   There are two check boxes that affect the manner in which VISUAL displays the data in the window. The **Combined Invoices** check box enables you to view combined activities for multiple invoices entered on the same day into one line on the window. The Invoice ID column on these lines reads **Multiple Invoices**.

   The **Combine History** check box summarizes all activity prior to the "current" date into one line on the window.

6. Click **Print** to print a hard copy of the Auto Payment Schedule.

   You can recalculate your payment schedule as many times as necessary before committing to a schedule.

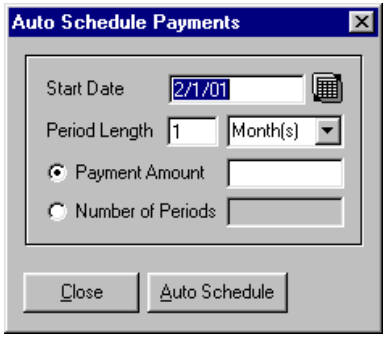
7. Click **Save** to save the Payment Schedule.

Creating Manual Payment Schedules

Create manual payment schedules by physically setting the payment plan within the payment table. When you select either a single invoice or a combination of invoices, the Total Due and Balance Due amounts appear above the payment table at the top of the window. It is important to note that the Scheduled Payment Amounts (individually or in total) cannot exceed the Total Due. If the Total Scheduled Payment Amount exceeds the Total Due, an error message appears, stating that the Collection schedule is invalid. You must assess the schedule and make adjustments accordingly.

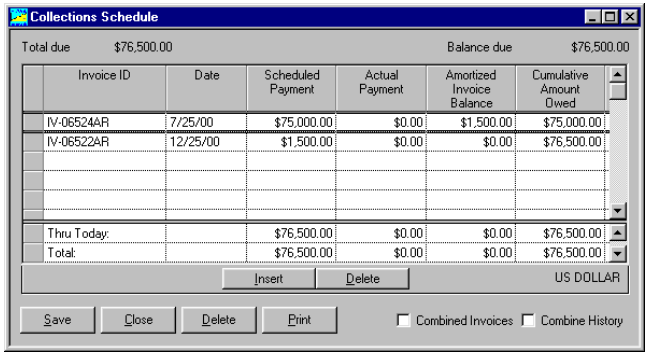
1. From the Collections window, select all invoices that you want to include in the payment schedule.
2. Click the **Setup Payment Schedule** button.

   The Auto Schedule Payments dialog box appears.



3. Click the **Close** button to exit the Auto Schedule Payments dialog box to view the Collections Schedule window.

   The Collections Schedule window appears.



   Each invoice selected appears in the payment schedule table as one detail line displaying the total amount due under the **Scheduled Payment** column.

The last two lines represent the total lines and are recalculated each time a payment is made by the customer.
The **Thru Today** line indicates the amount the customer owes as of today.
The **Total** line indicates the total amount the customer owes.

4. To create more than one payment for an invoice, click the cell under the **Scheduled Payment** column that you want to change, and enter the first payment amount.

   Press the **Tab** or **Enter** key and VISUAL recalculates the Total Due, Balance Due, Amortized Invoice Balance, and the Cumulative Amount Owed.

5. Click the **Insert** button to add another payment for the invoice.

   VISUAL indicates the active line by placing a black arrow in the row header.

6. If you selected more than one invoice for the payment schedule, VISUAL highlights the last invoice listed and a down arrow appears in the Invoice ID cell.

   Click the down arrow to select the appropriate invoice.

7. Press the **Tab** key, or click in the appropriate cell under the **Date** column to enter the date the customer pays the next payment.

8. Press the **Tab** key, or click the appropriate cell under the **Scheduled Payment** column to enter the payment amount for the next payment.

   Press the **Tab** or **Enter** key and VISUAL recalculates the Total Due, Balance Due, Amortized Invoice Balance, and the Cumulative Amount Owed.

9. Repeat steps 4 through 8 where necessary. If your payment amounts exceed the invoice amount, or the total amount due, VISUAL displays a dialog box that indicates the amount you entered is invalid. You must correct the payment schedule for that invoice before continuing.

10. To delete a payment row, select the row then click the **Delete** button located directly beneath the table, beside the **Insert** button.

Caution

There are two **Delete** *buttons on the Collections Schedule window. Make sure you select the correct button for the function you are wanting to perform.*

The **Delete** *button located directly beneath the payment table and beside the* ***Insert*** *button deletes a row within the Payment Schedule table.*

The **Delete** *button at the bottom of the Collections Schedule window deletes the entire payment schedule.*

11. Select one or both of the check boxes, if necessary.

    These two check boxes affect the manner in which VISUAL displays data in the window. The **Combined Invoices** check box enables you to view combined activities for multiple invoices entered on the same day into one line on the window. The Invoice ID column on these lines reads **Multiple Invoices**.

    The **Combine History** check box summarizes all activity prior to the "current" date into one line on the window.

12. When you have completed the payment schedule, click the **Save** button to save your payment schedule.

    Click the **Close** button to exit the Collections Schedule window after saving the payment schedule, or exit without saving the payment schedule.

    Click the **Delete** button to delete a saved schedule, or clear the unsaved schedule from the table.

13. Click the **Print** button to print a hard copy of the payment schedule.

Applying Credit Memos

Credit memos represent monies owed to the customer by your company, therefore they work opposite of an invoice. You may need to create a credit memo when a customer returns a product that has been shipped, there has been a price adjustment on an invoice previously entered or if you need to make a correction to a posted invoice.

There are two types of Credit Memos within VISUAL; Accounting Credits and Inventory Returns. Accounting Credits reflect adjustments that do not affect inventory. You can create the memo by creating a negative invoice for the amount of the credit or by clicking the **Make Credit Memo** button. VISUAL also allows you to apply the credit directly to an open invoice.

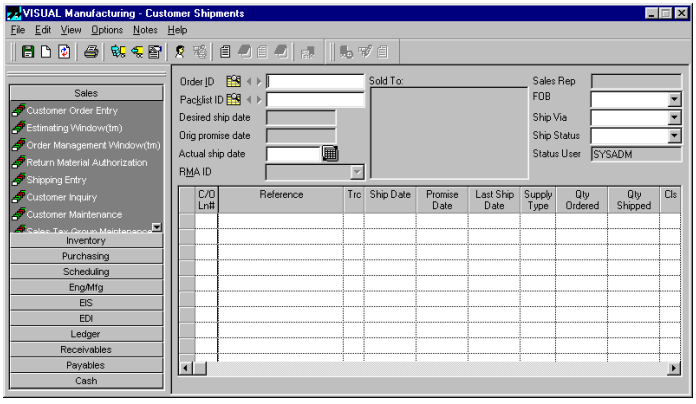
If the credit affects inventory you must create a customer return in VISUAL Manufacturing's Shipping Entry window to report inventoried merchandise returned to you from the customer. The next time you create A/R invoices or copy invoices from Manufacturing, VISUAL automatically generates a credit memo for that return. When you run the **Post to General Ledger** function, VISUAL posts these credit memos along with the invoices.

Reporting Returns

To report merchandise returned to you from the customer:

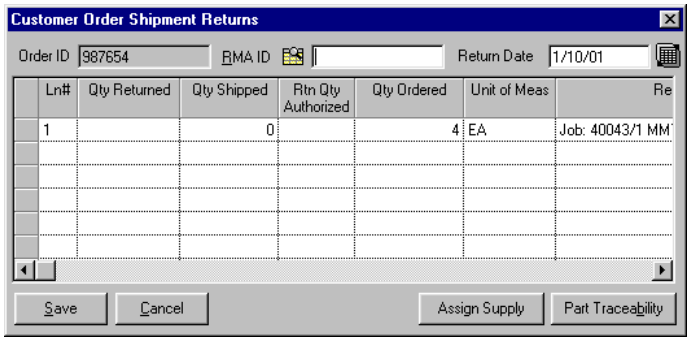
1. Select **Sales**, **Shipping Entry** from the VISUAL main menu to open the Customer Shipments window.

   The Shipping Entry window appears.



2. Enter or select the Order ID, then click the **Shipment Return** toolbar button, or select **Edit**, **Return** from the menu.

The Customer Order Shipment Returns dialog box appears.



3. Click the **Browse** button beside the RMA ID field to select an RMA ID from the list, or enter an RMA ID in the field provided.
4. Click the **Calendar** button beside the Return Date field to select a return date, or enter the return date in the field provided.

   The default date is the current system date.
5. Enter the quantity to be returned in the Qty Returned field.
6. Click the **Assign Supply** button to assign the return to supply.

   You can assign the linked quantity issued and returned by part and/or by warehouse.
7. Click the **Part Traceability** button to specify the lot number of the returned part if your company uses this functionality. See Chapter 19 of the *Infor VISUAL Financials User's Guide* for more information on Traceability.
8 Click the **Save** button in the Return window to save the return of the material.

   VISUAL creates a new packlist for the return. The new ship quantity on the new packlist reflects the (minuses) the return.

When you run the **Create A/R Invoices** or **Copy Invoice From Manufacturing** functions in Financials, VISUAL automatically generates a credit memo for the customer return. To copy from Manufacturing, you have to generate invoices from the invoice forms. Credit memos, invoices, and any manually entered credit memos are posted when you run the Post to General Ledger function.

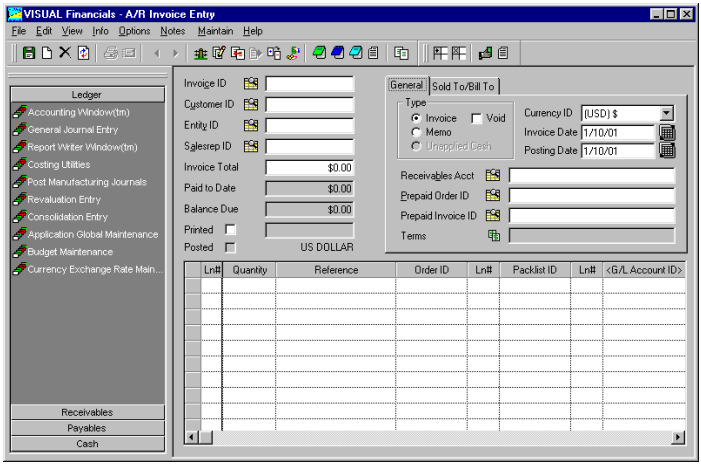
Entering Credit Memos

In some instances you may need to manually enter a credit memo for a customer. For example, when there is a price adjustment to an invoice previously entered into VISUAL, you need to manually enter a credit memo. These credit memos represent money you owe to the customer, so their function is the opposite of an invoice.

If you are entering a credit memo for an invoice already created, you can use that invoice to create the credit memo.

1. Select Receivables, Invoice Entry from the VISUAL main menu.

   The A/R Invoice Entry window appears.



2. Click the **Browse** button beside the Customer ID field to select a Customer ID from the list, or enter the Customer ID in the field provided.

3. Click the **Browse** button beside the Invoice ID field to select an Invoice ID from the list, or enter the Invoice ID in the field provided.

   VISUAL displays the invoice information into the A/R Invoice Entry window.

4. Click the **Make Credit Memo** button.

   VISUAL creates a new credit memo based on the information in the invoice. The invoice itself it not affected.

   VISUAL reverses the sign on the invoice amounts, the invoice total, balance due, and line item amounts to negative amounts. Modify the credit amount and any other fields as necessary.

5. Click the **Save** button to save the changes (credit memo).

   If you have an open invoice for the customer, you may want to apply this credit memo to it. Refer to “Applying Credit Memos to a Customer Invoice” later in this chapter.

   If you are entering a general credit memo not for a particular invoice, you have to manually enter all required information. The procedures are the same as “Entering a Manual Invoice” earlier in this chapter, however the invoice total is a negative amount.

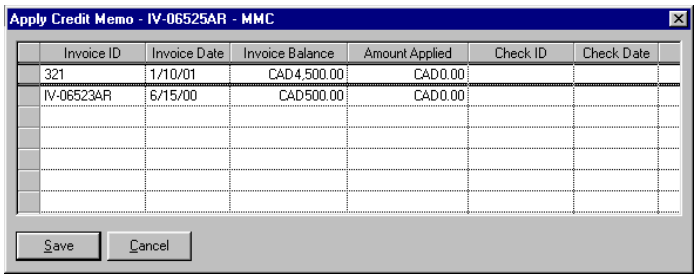
Applying Credit Memos to a Customer Invoice

If there are outstanding open invoices for a customer for whom the credit memo was created, you can apply the credit memo to one or more of these open invoices.

1. From the A/R Invoice Entry window, click the **Browse** button beside the Invoice ID field to select an invoice, or enter the Invoice ID in the field provided.

2. Select **Edit**, **Apply Credit Memo** from the menu.

   The Apply Credit Memo dialog box appears.



   The dialog box contains a table of available unpaid invoices for this customer.

3. Click the **Amount Applied** column in the line of the invoice that pertains to the amount to which you are applying this credit memo.

   VISUAL displays the total amount of the credit into the Amount Applied column for the invoice. If you would like to apply only a portion of the credit to this invoice and the balance to others, you can enter an amount appropriate for this invoice and continue to apply amounts to other invoices until VISUAL distributes the total credit memo amounts.

   It is not required to apply the entire memo balance at the same time. If a balance remains, you can apply it to other invoices at a later date.

4. Click the **Save** button to save the transaction(s).

   The Apply Credit Memo dialog box closes. VISUAL returns to the A/R Invoice Entry window. Notice that the amount applied increases the Paid to Date amount in the header row and the Balance due is recorded accordingly. This shows that the credit memo has been applied to open invoices.

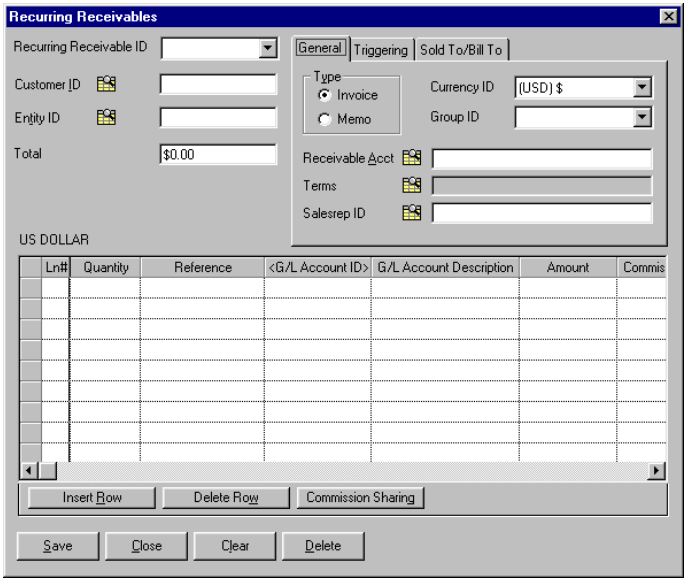
   VISUAL does not automatically post applied credit memos to the General Ledger. To post the credit memos you must specify the memo(s) the next time you run **Post to General Ledger**.

Creating Recurring Receivables

VISUAL allows you to automatically create postings on a regular basis to apply to the General Ledger. You can arrange these postings applying an all recurring receivables, a defined group, or by a specific recurring receivable.

1. From the A/R Invoice Entry window, select **Maintain**, **Recurring Receivables** from the menu.

   The Recurring Receivables dialog box appears.



2. Enter a unique Recurring Receivable ID, or click the down arrow to select an ID from the list.

   VISUAL stores the Recurring Receivable ID in a different table than the regular Receivable ID; therefore, you should use a unique numbering sequence (unique within itself). There is no auto numbering feature available.

3. Click the **Browse** button beside the Customer ID field to select a Customer ID from the list, or enter the Customer ID in the field provided.

   All of the customer information populates from the Customer Maintenance window. This includes the Sold To/Bill To, Currency and Terms information.

4. If necessary, click the **Browse** button beside the Entity ID field to select an Entity ID from the list, or enter an Entity ID in the field provided.

5. Enter the total dollar amount to apply in the Total field.

   This value MUST represent the sum of the line items listed in the detail section of the window.

6. Click the **General Tab**, if necessary, and enter the following information:

   Type - Select either Invoice or Memo.

   Currency ID - Click the down arrow, if necessary, to select a currency ID from the list. This field defaults from Customer Maintenance.

   Group ID - Use this ID in conjunction with the Generate Recurring Receivables function. For this reason, it is useful to group your receivables by types of receipts. This field is optional.

   Receivable Account - Click the **Browse** button to select a Receivable Account from the list, or enter the Receivable Account in the field provided.

   You must select a Receivable Account to which the receipts will be applied.

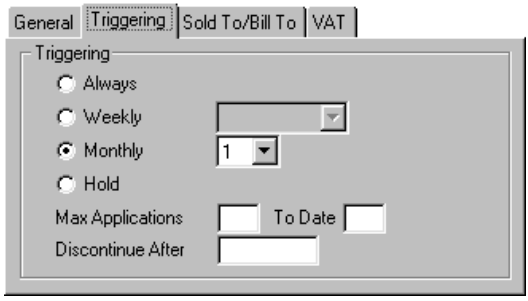
   Terms - If necessary, click the **Browse** button to apply terms to this application.

   Salesrep ID - Click the **Browse** button to assign a sales rep to the recurring receivable.

   VISUAL defaults to **Due Upon Receipt**.

7. Click the **Triggering Tab** .

   The Triggering information appears.



8. Select one of the following option buttons.

   Always - Choose this trigger when you expect to generate recurring receipts for this invoice on a daily basis or each time you run Generate Recurring Receivables. VISUAL will generate an invoice for this request when Generate Recurring Receivables is selected as long as the invoice falls within the Maximum Application value and the Discontinue After date has not been reached.

Weekly - Choose this trigger when you want to generate recurring invoices on a weekly basis. You must select a day of the week. VISUAL generates an invoice for this request when Generate Recurring Receivables is selected as long as the invoice falls within the Maximum Application value and the Discontinue After date has not been reached.

Monthly - Choose this trigger when you want to generate recurring invoices on a monthly basis. You must select a day number of the month. VISUAL generates an invoice for this request when Generate Recurring Receivables is selected as long as the invoice falls within the Maximum Application value and the Discontinue After date has not been reached.

Hold - Choose this trigger when you do NOT want to generate recurring invoices at any time.

9. Enter a numeric value in the Max applications field.

   This instructs VISUAL as to the maximum number of times you want to generate the invoice. The invoice may be scheduled to be paid in full after a specific number of payments.

   The To date field indicates the number of times the invoice has been generated to date. This field is maintained by VISUAL. You can change the To Date field or use the populated date from the initial recurring invoice entry.

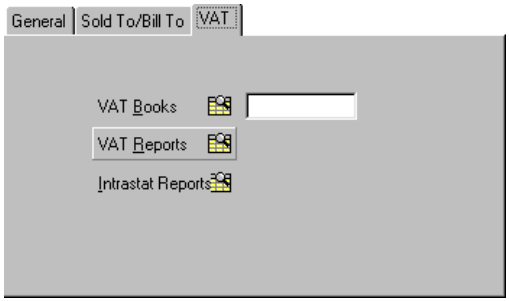
10. If you want to stop posting the recurring receivable after a certain date, enter the month, day and year in the Discontinue After field.

11. Click the **Sold To/Bill To** tab to view the Sold To/Bill To information. The Sold To/Bill To information appears.

   VISUAL populates the Sold To/Bill To information automatically from the information in Customer Maintenance. Make changes to this information in Customer Maintenance.

12. If you have VAT (Value Added Tax) enabled, click the VAT tab.

The VAT information appears.



13. Click the **Browse** button beside the VAT Book field to enter a VAT book for the selected receivable.

    Create and maintain VAT Books in Manufacturing Application Global Maintenance from the **Admin** menu.

14. Click the **Insert Row** button to add identification billing information.

    To add rows for identification of the billing information you want to generate the correct receivable information.

    For each line, enter the quantity, a description in the reference field, a G/L Account ID, (VISUAL fills in the Account Description), and the amount.

    To delete a line, click the appropriate row header, then click the **Delete Row** button. VISUAL removes the line from the table.

15. Click the **Save** button to save your information.

    VISUAL automatically clears the fields in the Recurring Receivables dialog box.

16. Click the **Clear** button to clear all information from the window.

    Click the **Delete** button to delete all information in the window.

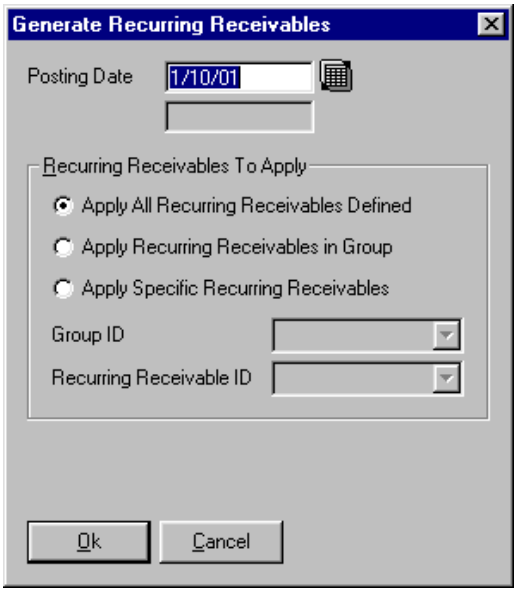
17. Click on **Close** to close the Recurring Receivables window and return to the invoice.

Generating Recurring Receivables

After you create postings for receivables that occur on a recurring basis, you can instruct VISUAL to automatically run them on a preset time schedule.

1. From the A/R Invoice Entry window, select **File, Generate Recurring Receivables** from the menu.

   The Generate Recurring Receivables dialog box appears.



2. Click the **Calendar** button beside the Posting Date field to select a posting date, or enter the posting date in the field provided.

   VISUAL defaults to the current system date. The date MUST be within an active period.

3. In the Recurring Receivables to Apply group box, select the appropriate application radio button:

   Apply All Recurring Receivables Defined - Select this option if you want to generate recurring invoices for all eligible requests, regardless of the Group ID or Recurring Receivable ID. The system scans all of the invoice requests and selects the ones qualified by the due date of either weekly or monthly and that are not dated on or after the Discontinue After Date.

   Apply Recurring Receivables in Group - Select this option if you want to generate recurring receivables for a specific group or all eligible requests in a selected Group ID.

Click the down arrow beside the Group ID field to assign a specific group.

Leave the Group ID blank to assign all eligible Group IDs. The system scans all of the invoice requests for the Group ID entered and selects the ones qualified by due date of either weekly or monthly and that are not dated on or after the Discontinue After Date.

Apply Specific Recurring Receivables - Select this option if you want to generate recurring receivables for the specified ID. VISUAL generates an invoice for the request, as long as the Discontinue After Date has not elapsed.

Click the down arrow beside the Recurring Receivable ID field to select the recurring receivable.

4. Click the **OK** button.

   VISUAL posts these invoices to the G/L with the next posting of A/R Invoices.

   Click the **Cancel** button to cancel your request without posting to the G/L.

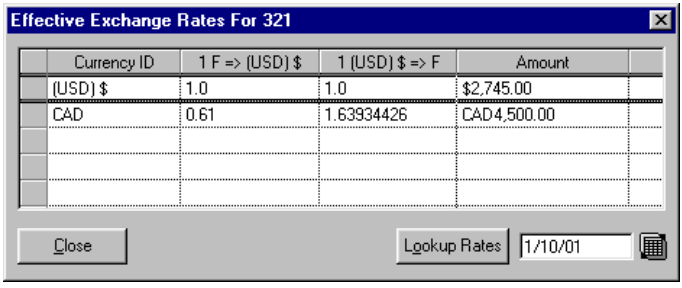
Setting/Resetting Exchange Rates

You may have customers that operate in a country with a different currency. The **Set/Reset Exchange Rates** feature allows you to set or reset a particular company's invoices to convert to become compatible with the system currency. VISUAL's ability to track currencies in their environment becomes successful.

If Exchange Rates are not physically set on the order, you can set the rate directly on the invoice as long as the invoice has NOT been posted.

1. With the invoice that you want to Set/Reset in the A/R Invoice Entry window click the **Set/Reset Exchange Rates** toolbar button, or select **Edit**, **Set/Reset Exchange Rates** from the menu.

   The Set/Reset Exchange Rates dialog box appears.



2. If necessary, click the **Calendar** button at the bottom of the dialog box to select a date for the exchange rate that you want to set for the invoice, or enter the date in the field provided.
3. Click the **Lookup Rates** button to set the exchange rate.

   VISUAL displays the rate in effect based on the date.
4. Click the **Close** button to exit the dialog box and return to the A/R Invoice Entry window.

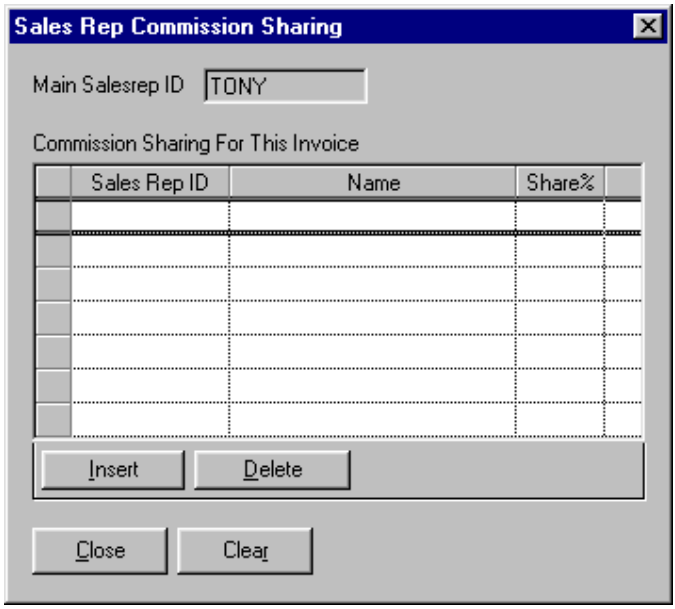
Commission Sharing

You can choose to share sales commissions for the invoice between sales reps from the A/R Invoice Entry window.

1. With the appropriate invoice in the A/R Invoice Entry window, select the **Commission Sharing** toolbar button, or select **Edit**, **Commission Sharing** from the menu.

   Note: *You must have a Sales rep selected in the Sales Rep ID field in order to access this dialog box.*

   The Sales Rep Commission Sharing dialog box appears.



2. To enter a sales rep, select the **Insert** button, then enter the following information.

   Sales Rep ID - Enter the sales rep ID in the appropriate field. The sales rep you enter must be in the database of existing sales reps.

   Name - VISUAL automatically populates this field with the name of the sales rep you selected.

   Share % - Enter the percentage that this sales rep receives as part of the whole percentage entered in the **Commission** column on the A/R Invoice Entry window.

3. To delete a sales rep from the sharing commission list, select the sales rep you want to delete, then click the **Delete** button.

4. Click the **Clear** button to clear all sales reps entered in the table.
5. Click the **Close** button to exit this dialog box and return to the A/R Invoice Entry window.

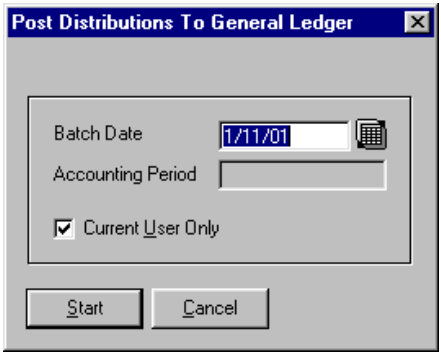
Posting Invoices

After you have verified that your invoice entries are correct, you need to post them to the General Ledger. DO NOT post to the General Ledger if you need to modify or void any invoices.

To post to the General Ledger:

1. Select **File**, **Post to G/L** from the A/R Invoice Entry menu.

   The Post Distributions to General Ledger dialog box appears.



2. Click the **Calendar** button beside the Batch Date field to select a batch date, or enter the batch date in the field provided.

   The Batch Date field defaults to the current system date.

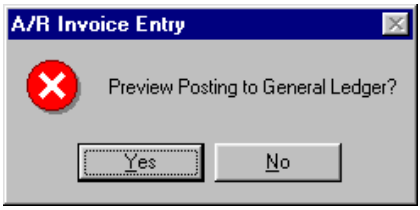
   When you Tab out of the field, the accounting period appears in the field directly below the date.

3. Check the **Current User Only** check box to post only your A/R invoices.

   If you leave this box unchecked, VISUAL posts all unposted invoices that match the date criteria regardless of the user.

4. Click the **Start** button to begin the posting process.

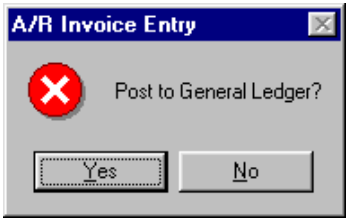
   A dialog box asking if you want to preview the posting entries to the General Ledger appears.



5. Click the **Yes** button to display the Print G/L Transactions dialog box. See “Printing G/L Transactions” later in this chapter for further information.

Click the **No** button to proceed with the posting without viewing, printing, or outputting the transactions first.

A dialog box appears, asking you if you want to post to the general ledger.



6. Click the **Yes** button to post the transactions, or click the **No** button to stop the process.

   VISUAL informs you of the batches it processes. If VISUAL detects any errors during the posting, a message appears. You can return to the A/R Invoice Entry window and resolve the problem. If the posting is successful, another dialog box appears, asking if you want to print the batches. Either way, the A/R invoice transactions post to the ledger.

Configuring Line Item Tables

Accounts Receivable Invoice Entry in Infor VISUAL Financials offers line item tables that are user configurable.

Moving Columns

To move a table column, move the pointer to the bottom edge of the column header for the column, just below the column label. The pointer changes to a double-arrow icon indicating a column move. Simply hold down the left mouse button, and drag the column horizontally to the position that you want. The table automatically scrolls, if necessary. Release the mouse button to move the column.

Resizing Columns

To change the size of a table column, place the pointer on the separator between two column headings. The cursor changes to a double-arrow with a vertical line, indicating movement of the divider between the columns. Hold down the left mouse button and drag horizontally, changing the size of the column to the left. Release the mouse button to finish the operation.

Showing/Hiding and Renaming Columns

To show or hide columns, or rename them, select **Options**, **Configure Line Item Table** from the menu. The table contains a line for each column shown in the table. The Column Name is the internal VISUAL column name and begins with the letters **col**. The name is usually close to the column's function and/or title.

The attribute column controls the visibility of the columns, showing Visible or Hidden. The Title column shows the text that appears in the column header. To show or hide columns, select their row and click on **Make Visible** or **Make Hidden**. You can use **Select All** or **Deselect All** if you want to show or hide most of the columns at once.

To modify column titles, modify the text in the Title field for the column. You can use the @ sign in titles to indicate a line break, to specify titles to appear on multiple lines.

Click on **OK** to complete the operation. Note that this also saves the current column sizes and positions.

Be careful not to hide any columns that VISUAL requires. If this happens, VISUAL gives you the normal error message that a fields needs an entry when you try to use the application.

Table configurations are saved in .INI files named in the same way as program files. For example, Accounts Receivable Entry table settings are saved in VFARIENT.INI. These files are stored in the workstation's executable directory or user defined default directory; therefore, they are specific to that workstation. This allows individual users to customize the tables to their own preferences.

Viewing the Invoice Entry Tables

The Invoice Entry tables contain basic information on the various fields of information with which they are associated.

This table provides a wealth of information about invoices in VISUAL. It is an excellent tool to use for finding information necessary for Invoice Entry.

You can search the tables by using the browse function on any field in the table. To use this feature, click the **Search** button. There are two types of tables and each contains a different layout. Some tables include search button that looks like binoculars, and other tables spell out the word "Search" on the button.

To view the list in descending order, click the check box next to the word **Descending**. The list resorts in descending order.

If the list contains both numeric and alpha characters, numeric characters appear first in the listing. If the list contains lower case characters, they appear after upper case characters. Therefore, if the table list contains all of these types of characters, they appear in the following order: Numbered IDs first, Uppercase alpha characters second, and Lower case characters third.

There are two different types of table layouts. Some include toolbar buttons, while others spell out the function on the button. Select the line and click one of the following toolbar buttons that apply:

OK - Click this button to either select an option, or select and close the table if there is only one option.

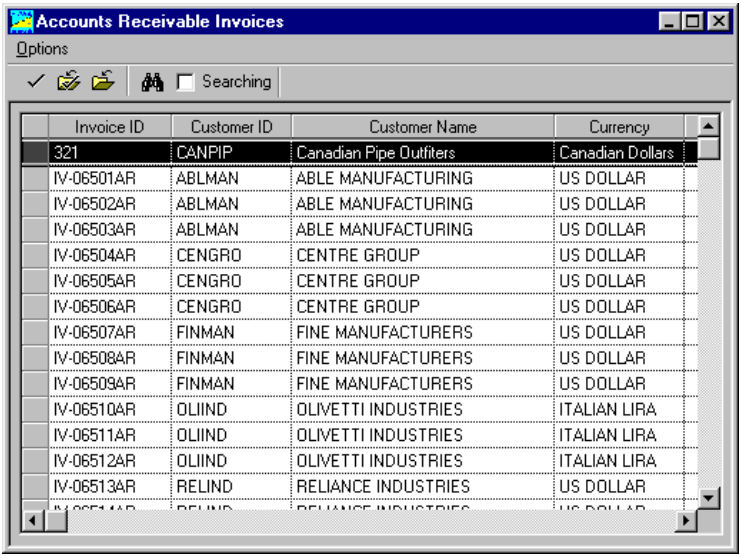
Select and Close/OK - Click this button to select the highlighted file and exit the table.

Close/Cancel - Click this button to close the table without selecting a file.

For more information about Infor VISUAL Financials tables, refer to "Concepts & Common Features" in this manual.

Viewing A/R Invoice ID Tables

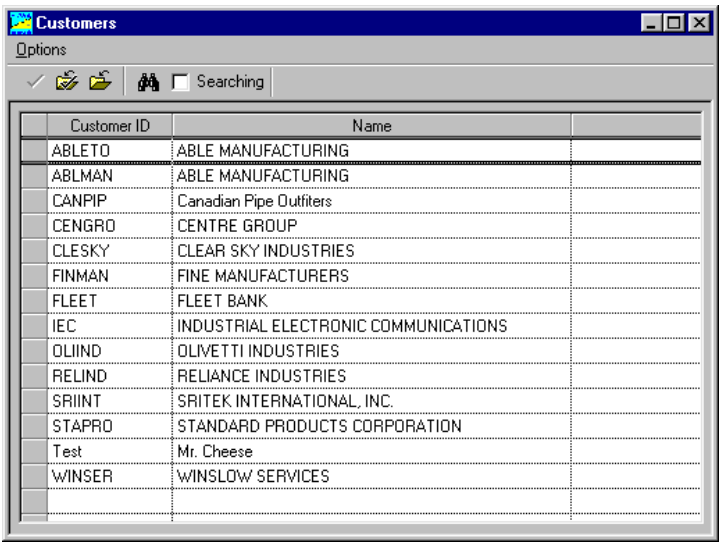
To view the A/R Invoice table, click the **Browse** button beside the Invoice ID field. The example below shows the Invoice ID table. This table displays the features common to all of the tables.



Invoice ID	Customer ID	Customer Name	Currency
321	CANPIP	Canadian Pipe Outfiters	Canadian Dollars
IV-06501AR	ABLMAN	ABLE MANUFACTURING	US DOLLAR
IV-06502AR	ABLMAN	ABLE MANUFACTURING	US DOLLAR
IV-06503AR	ABLMAN	ABLE MANUFACTURING	US DOLLAR
IV-06504AR	CENGRO	CENTRE GROUP	US DOLLAR
IV-06505AR	CENGRO	CENTRE GROUP	US DOLLAR
IV-06506AR	CENGRO	CENTRE GROUP	US DOLLAR
IV-06507AR	FINMAN	FINE MANUFACTURERS	US DOLLAR
IV-06508AR	FINMAN	FINE MANUFACTURERS	US DOLLAR
IV-06509AR	FINMAN	FINE MANUFACTURERS	US DOLLAR
IV-06510AR	OLIIND	OLIVETTI INDUSTRIES	ITALIAN LIRA
IV-06511AR	OLIIND	OLIVETTI INDUSTRIES	ITALIAN LIRA
IV-06512AR	OLIIND	OLIVETTI INDUSTRIES	ITALIAN LIRA
IV-06513AR	RELIND	RELIANCE INDUSTRIES	US DOLLAR

Viewing A/R Customer ID Tables

You can view the Customers table by clicking the **Browse** button beside the Customer ID field. This table displays all of the customers available for use in the database.



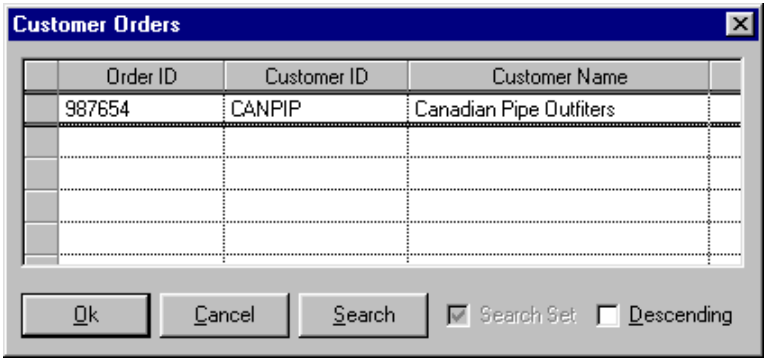
Customer ID	Name
ABLETO	ABLE MANUFACTURING
ABLMAN	ABLE MANUFACTURING
CANPIP	Canadian Pipe Outfiters
CENGRO	CENTRE GROUP
CLESKY	CLEAR SKY INDUSTRIES
FINMAN	FINE MANUFACTURERS
FLEET	FLEET BANK
IEC	INDUSTRIAL ELECTRONIC COMMUNICATIONS
OLIIND	OLIVETTI INDUSTRIES
RELIND	RELIANCE INDUSTRIES
SRIINT	SRITEK INTERNATIONAL, INC.
STAPRO	STANDARD PRODUCTS CORPORATION
Test	Mr. Cheese
WINSER	WINSLOW SERVICES

Viewing A/R Entity ID Tables

You can view the Entity ID table by clicking the **Browse** button beside the Entity ID field. This table displays all of the entities available for use in the database.

Viewing A/R Prepaid Order ID Tables

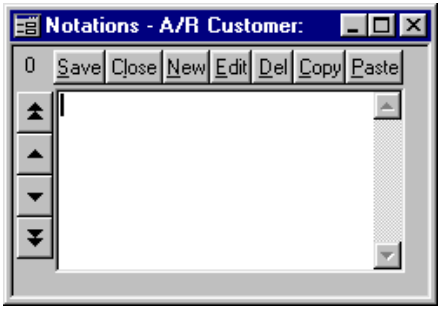
You can view the Prepaid Order ID table by clicking the **Browse** button beside the Prepaid Order ID field. This table displays all of the prepaid orders available for use. Click the **Descending** check box to sort the table contents in descending order.



Working with Notations

Notations (notes, for short) are free form text used exclusively for internal documentation purposes. Although they are associated with the customer order in much the same way as specs, they are fundamentally different:

- ❒ Notes are exclusively for the internal use of your business. They are NOT included on any outgoing paperwork.
- ❒ Individual note entries are automatically date/time stamped, and maintained as separate entries. You can scroll through the notes attached to an invoice or customer for histories of information. This is different from specs, where you can modify the entire block of text at any point as a single object.



All notations in Infor VISUAL Financials function in the same way.

There are three types of notes that work with the A/R Invoice Entry window, however there are five options. The A/R Invoice Entry window contains an A/R Customer Notations option that lists only the customer notations applicable to the A/R Invoice Entry window. The other four options are as follows:

- ❒ Customer Notations
- ❒ Invoice Notations
- ❒ Customer Collection Notations
- ❒ Invoice Collection Notations

The customer notes and invoice notes work in basically the same way. The difference between them is that customer notes reference the general customer notes data, whereas invoice notes are tied to the A/R invoice.

The customer collection notes and invoice collection notes are available to record, as a permanent record, invoice collection discussions between the department and the customer. A Schedule option is available to allow for the scheduling of payments for invoices including the Due dates and Invoice amounts.

Customer Notes - Use Customer Notes to keep a running journal associating the current Customer with the A/R invoice. The notes can be used for internal dialogs regarding the customer. Customer notes are NOT linked to any A/R invoice, but to the current customer. If no customer is selected, the Customer Notes are not active. Customer Notes are accessed by pressing the **Customer Notes** button on the A/R Invoice Entry window, or by selecting **Notes**, **Customer Notations** option from the menu.

Invoice Notes - Use Invoice Notes to associate notations to the particular invoice. You can use them for internal information concerning this specific invoice. Invoice Notes are accessed by pressing the **Invoice ID Notations** button on the A/R Invoice Entry window, or by selecting **Notes**, **Invoice Notations** option from the menu.

Customer Collection Notes - Use Customer Collection Notes to associate customer collection agreements to the invoice. You can use the notes for reviewing and updating unpaid invoice collection diary notes. Use this feature to document and track for easy recall related collection discussions/conversations with the customer.

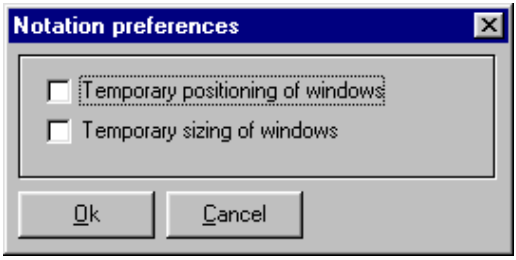
Invoice Collection Notes - Use Invoice Collection Notes to track specific customer issues that relate directly to collection efforts concerning a particular invoice. You can then establish a payment schedule for unpaid invoices.

Notation Preferences

Notation preferences are associated with the positioning of the notation windows for use in the temporary positioning and sizing of the notation windows.

1. You can access the option by selecting **Notation Preferences** from the Notes menu.

   The Notation Preferences dialog box appears.



2. Select one or both of the following options:

   Temporary positioning of windows - allows you to position the notation dialog box while working with the current feature.

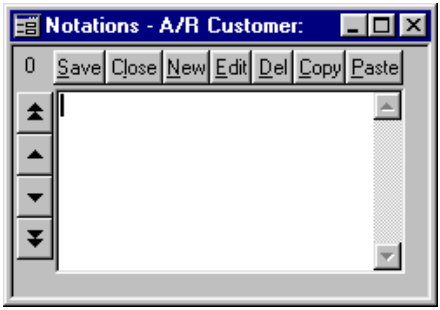
   Temporary sizing of windows - allows you to temporarily size the notation dialog box.

Adding Customer and Invoice Notes

The customer notes and invoice ID notes work basically the same. The difference between them is that customer notes are tied to the customer and invoice ID notes are tied to the A/R Invoice. That is, a note entered for a customer in one invoice will also appear is every other invoice that the customer appears in. Yet the ID notes entered for an invoice only appear in the A/R Invoice that they were written. Also, specific to the A/R Invoice Entry window is the A/R Customer Notations feature. These customer notes are available only through the A/R Invoice Entry window.

1. With the appropriate invoice or customer open in the A/R Invoice Entry window, click the **Invoice ID Notations** or **Customer Notations** button, or select **Notes**, **Invoice Notations** or **Customer Notations** from the menu.

   The Notations dialog box appears.



2. Click the **New** button to create a new entry.

   An entry line prompt appears with the current date and time.

3. Enter the context of your note.

   You can enter an unlimited amount of information.

   Use the **Copy** button to copy text in the dialog box to the clipboard.

   Use the **Paste** button to paste text that you copied from another location into the notes box.

4. Click the **Edit** button to change previously saved notes.

   Click the **New** button to add any additional notes.

   Click the **Delete** button to delete selected notations.

5. Click the **Save** button to save the Notes.

6. Click the **Close** button to close the Notations dialog box and return to the A/R Invoice Entry window.

Editing Notations

There may be instances where you need to edit an entry. For example, you may need to add information.

To edit a notation entry:

1. Open the note you want to edit.
2. Use the navigation arrows to the left of the dialog box to move to the entry that you want to edit. The single up and down arrows move you one note at a time. The double up and down arrows display the first and last note respectively.
3. Click the **Edit** button.
4. Make the necessary changes.
5. Click the **Save** button to save your changes.
6. Click the **Close** button to close the Notations dialog box and return to the A/R Invoice Entry window.

You can use the Tile Notations/Specifications and Cascade Notations/Specifications commands available from the Notes menu to arrange the Invoice Notes and Customer Notes windows in order to leave the notes windows open while you continue to work on the A/R Invoice Entry window.

Deleting Notation Entries

VISUAL allows you to delete a notation entry. Use care when deciding to delete an entry, because it is not recoverable.

To delete a note entry:

1. Use the navigation arrows to the left of the dialog box to move to the entry that you want to delete.
2. Click the **Del** button.

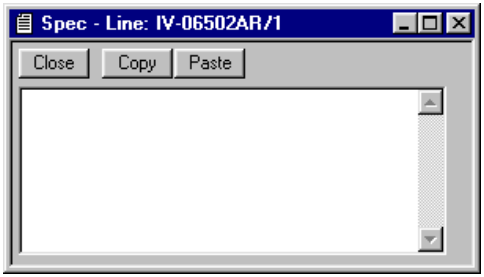
   An **X** appears next to the entry stating that the entry is targeted for deletion.
3. Click the **Save** button to permanently remove the entry.
4. Click the **Close** button to close the Notations dialog box and return to the A/R Invoice Entry window.

Adding Invoice Specifications

The invoice specifications are tied to the A/R Invoice and print directly on the invoice/report. A specification that you enter for a customer in one invoice also appears in every other invoice for that customer.

1. With the appropriate invoice or customer open in the A/R Invoice Entry window, click on a line item, then click the **Invoice ID Specifications** button.

   The Spec - Invoice... dialog box appears.



2. Enter the context of your specification.

   Use the **Copy** button to copy text in the dialog box to the clipboard.

   Use the **Paste** button to paste text that you copied from another location into the specifications box.

3. Click the **Close** button to close the Invoice Spec dialog box and return to the A/R Invoice Entry window.

4. The Invoice ID Specifications toolbar button in the A/R Invoice Entry window appears with a checkmark. This indicates that specifications exist for the selected invoice.

Editing Specifications

There may be instances where you need to edit an entry. For example, you may need to add information concerning the original specification.

To edit a specification entry:

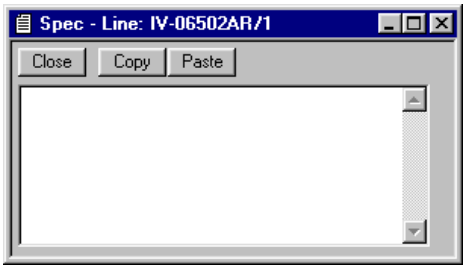
1. Select the specification that you want to edit.
2. Use the navigation arrows to the right of the dialog box to move to the entry that you want to edit.
3. Make the necessary changes by either adding text or highlighting text to delete, using the **Delete** button on the keyboard.
4. Click the **Close** button to close the Spec - Invoice... dialog box and return to the A/R Invoice Entry window.

Adding Line Specifications

The line specifications are tied to the A/R Invoice and print directly on the invoice/report. A specification that you enter for a customer in one invoice also appears in every invoice of that customer.

1. With the appropriate invoice or customer open in the A/R Invoice Entry window, highlight a line item, and click the **Line Specs** button.

   The Line Specs dialog box appears.



2. Enter the context of your specification note.

   Use the **Copy** button to copy text in the dialog box to the clipboard.

   Use the **Paste** button to paste text that you copied from another location into the specifications box.

3. Click the **Close** button to close the **Line Spec** dialog box and return to the A/R Invoice Entry window.

Editing Specifications

You may need to edit the specifications for a number of reasons. For example, the original specifications have changed.

To edit a specification entry:

1. Select the specification that you want to edit.
2. Use the navigation arrows to the right of the dialog box to move to the entry that you want to edit.
3. Make the necessary changes by either adding text or highlighting text to delete, using the **Delete** button on the keyboard.
4. Click the **Close** button to close the Invoice Spec / Line Spec dialog box and return to the A/R Invoice Entry window.

Printing Reports and Transactions

Printing reports and transactions is the best way to review your work. Many of the printing routines allow you to print unposted transactions, thus allowing you to check the results BEFORE you permanently post to the General Ledger. As with almost all print programs in VISUAL, it is possible to print to a file, print to your workstation (view), print to a printer, or send the report via e-mail.

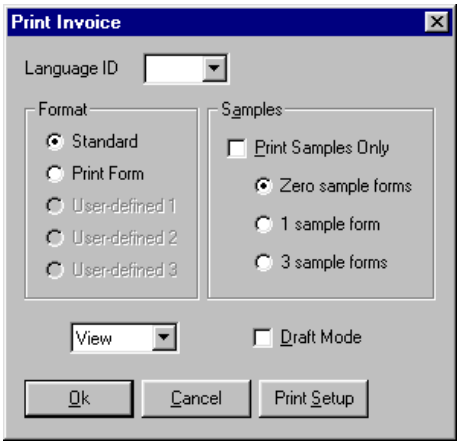
When printing reports, Euro compliant users you have the option to print either in the Transaction, Account, Euro or Tracking currency value.

Printing Invoices

You can print the invoice that is currently being displayed in the A/R Invoice Entry window. This feature is useful if you want to print invoices entered manually, or report an invoice that was edited. You might also want to print invoices before posting them to the General Ledger.

1. Select **File**, **Print Invoice** option from the A/R Invoice Entry menu.

   The Print Invoice dialog box appears.



2. Click the down arrow to select a language ID, if necessary.
3. Select the Format that you want to use for this invoice from the **Format** group box.

   Standard - The default format.

   Print Form - Select this option if you want to print the invoice on a laser printer.

   User-Defined 1/2/3 - You can define other formats using Quest or Centura Report Builder.x You can define up to three user-defined formats.

4. If you want to print only sample forms and not the actual invoice, select the **Print Samples Only** check box located in the **Samples** group box.

5. Select the number of samples you want to print (if any) in the **Samples** group box. You may want to print one or more sample invoices to ensure that it is aligned properly on the form.

   Zero Sample Forms - This option prints the actual invoice without printing a sample.

   1 Sample Form - This option prints one sample form before printing the actual invoice.

   3 Sample Forms - This option prints three sample forms before printing the actual invoice.

6. Ensure that the printer is connected and that the form is aligned properly in the printer. For more information on aligning, pleases see your Printer's documentation.

7. Click the down arrow to select one of the output types from the drop-down menu.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

8. Select the **Draft Mode** check box to print a draft of the invoice.

   If you are satisfied with the printed draft of the invoice, you can reprint the invoice in regular mode (draft mode unchecked).

9. Click the **OK** button.

   VISUAL outputs the invoice to your printer.

   Click the **Cancel** button to exit the Print Invoice dialog box without printing the invoices.

   Click the **Print Setup** button to modify printer options.

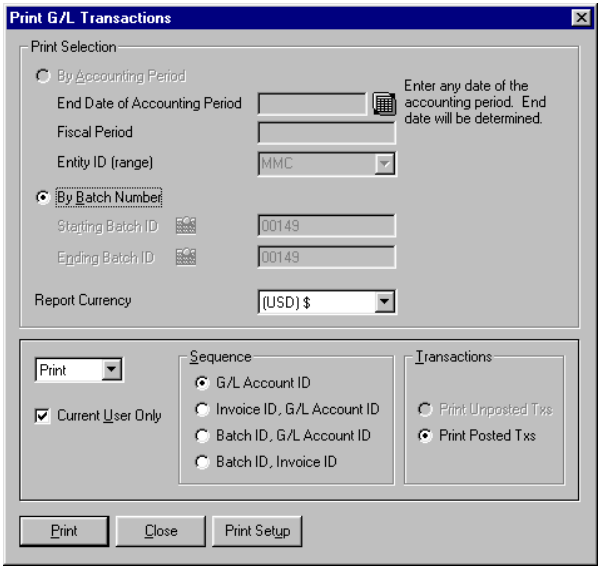
Printing G/L Transactions

The G/L Transaction report is available from Invoice Entry and Cash Application. Both reports have the same format but different content. The report printed from the A/R Invoice Entry window shows only invoice activity. Reports printed from the A/R Cash Application window show only cash receipt activity. In either case, you have the option of printing posted or unposted transactions. This allows you to print unposted transactions and review them before posting them to the ledger. You can print the reports in System, Euro or any Tracking currency in both reports. The default is the base reporting Currency ID.

1. Select **File**, **Print G/L Transactions** from the menu.

   The Print G/L Transactions dialog box appears.

   The Print G/L Transactions dialog box also appears if you preview your postings when posting to the General Ledger.



2. Select the appropriate radio button in the **Print Selection** group box.

   You can print by Accounting Period or by Batch Number.

3. If you are printing by Accounting Period, enter the

   following information.

   End Date of Accounting Period - Click the **Calendar** button to select any date within an accounting period, or enter the end date in the field provided.

   VISUAL automatically determines the ending date of the accounting period.

Fiscal Period - VISUAL enters the fiscal period when an end date is selected.

Entity ID - Click the down arrow to select an Entity ID from the list.

Enter the Entity ID range to print.

4. If you are printing by Batch Number, enter the following information.

   Starting Batch ID - Click the **Browse** button to select the starting batch ID, or enter the starting batch ID in the field provided.

   Ending Batch ID - Click the **Browse** button to select the ending batch ID, or enter the ending batch ID in the field provided.

   To print all posted transactions, leave the Starting and Ending fields blank.

5. Click the down arrow beside the Report Currency ID to select a currency from the list.

6. Click the down arrow to select one of the output types from the drop-down menu.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

7. In the **Sequence** group box, select one of the following options.

   G/L Account ID - Select this option to sort G/L Transactions by Account ID.

   Invoice ID, G/L Account ID - Select this option to sort by Invoice ID, then by G/L Account ID.

   Batch ID, G/L Account ID - Select this option to sort by Batch ID, then by G/L Account ID. This option is only active when the Batch Number option is selected.

   Batch ID, Invoice ID - Select this option to sort by Batch ID, then by Invoice ID. This option is only active when the Batch Number option is selected.

8. In the Transactions group box, select one of the following options.

   Print Unposted Txs - Select this option to print unposted transactions.

Print Posted Txs - Select this option to print posted transactions. This options is only active when the Batch Number option is selected.

9. Click the **Print** button to output the information.

   Click the **Close** button to exit the dialog box without outputting the information.

   Click the **Print Setup** button to modify printer options.

   If you selected **Print** as the output, a standard Windows Print dialog box appears. You can print selected pages, and modify printer options by clicking on the **Setup** button. Click the **OK** button to print G/L transactions.

   To view a sample of the G/L transactions report, refer to "Reports" in Appendix A.

Printing Aged Receivables Reports

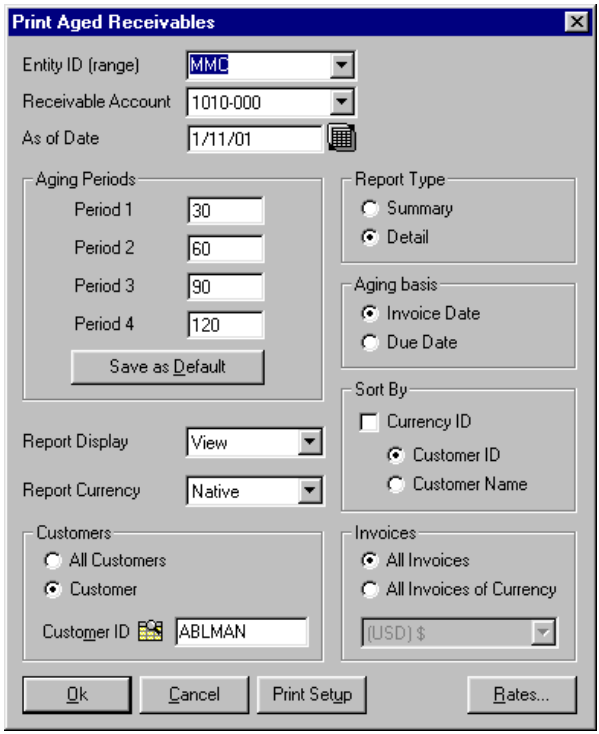
The Accounts Receivable Aging report gives you a listing by customer(s) of all outstanding invoices due and the age of the invoice(s). Use this report to verify open invoices and at month end to reconcile your General Ledger Accounts Receivable Balance.

After you have verified that your invoice entries are correct, you must post them to the General Ledger. Do NOT post to the General Ledger if any invoices need to be modified or deleted.

After periodic revaluation of the Aging Report, as grouped by customer currency, the report should reflect the same currency balances as on the General Ledger. This holds true ONLY immediately following revaluation from each currency that you report. You can produce the report in system or any tracking currency.

1. Select **File**, **Print Aged Receivables** from the A/R Invoice Entry menu.

   The Print Aged Receivables dialog box appears.



2. Enter the following information in the Print Aged Receivables dialog box.

Entity ID (range) - Click the down arrow to select an Entity ID from the list, or enter the Entity ID in the field provided.

You can separate the Entity ID ranges by a "," (comma) or a "/" (slash). The "," (comma) and "/" (slash) are wildcard characters.

Receivable Account - Click the down arrow to select either an individual receivable account or all receivable accounts from the list.

Selecting "all" accounts from the list creates a consolidated aging report.

As Of Date - Click the **Calendar** button to select an As of Date, or enter a start date in the field provided.

VISUAL defaults to the current system date, which shows all open invoices to date. If you would like the report as of a another date, enter it here and only invoices open on or before that date will print. You may save your settings by pressing the **Save as Default** button.

3. Enter the aging periods for this report in the **Aging Periods** group box.

   You can enter four periods for which to report in the Aging Periods fields. The Aging Periods allows you to set how this report will show invoices. The defaults are aging periods of 30, 60, 90 & 120 days.

   Select the **Save as Default** button to override the defaults as a one-time instance or save them as your individual override defaults.

4. Click the down arrow beside the Report Display field and select one of the output report types from the drop-down menu.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

5. Click the down arrow beside the Report Currency field to select a report currency form the list.

6. Enter one of the following options in the **Customers** group box.

   All Customers - Select this option to print all customers.

Customer - Select this option to print a specific customer. Use this prompt in conjunction with the **Invoices** setting, where you can print all invoices or all invoices of a specific currency.

If you selected the Customer option, you need to enter a Customer ID in the Customer ID field. Click the **Browse** button to select a Customer ID from the list, or enter the Customer ID in the field provided.

7. Select one of the following options in the **Report Type** group box.

   Summary - This option prints line totals by customer.

   Detail - This option prints all open invoice for each customer.

8. Select one of the following options in the **Aging Basis** group box. The Aging Basis tells the system how to age the invoices.

   Age the invoices from the **Invoice Date** or from the **Due Date**, which is based on the terms for the customer.

9. In the **Sort By** group box, select the **Currency ID** check box if you want to sort by currency.

10. In the **Sort By** group box, select one of the following sort options. If you selected the **Currency ID** check box, the Currency ID will be sorted first, then by **Customer ID** or **Customer Name**.

    Customer ID - Select this option to sort the report by Customer ID.

    Customer Name - Select this option to sort the report by customer name.

11. Select the type of invoice that you want to print from the **Invoices** group box.

    All Invoices - Select this option to print all invoices.

    All Invoices of Currency - Select this option to print all invoices of a specific currency.

    If you selected All Invoices of Currency, you must also select the type of currency to print. Click the down arrow to select a Currency ID from the list.

12. To check/calculate the currency rates if printing invoices in a foreign currency, click the **Rates** button.
    Refer to “Set/Reset Exchange Rates” in this chapter for more information on rates.

13. Click the **Print Setup** button to modify printer options.

14. Click the **OK** button to output the information.

    If you selected **Print** as the output, a standard Windows Print dialog box appears.

Make your selections, the click the **OK** button.

The Aged Receivables Report prints.

For an example of the Aged Receivables Report, refer to “Reports” in Appendix A.

Printing Customer History Reports

The Customer History Report in the A/R Invoice Entry window provides you with current and historical financial information about your customers. It provides you with an overview of each customer's payment history and can be very helpful when working with customers who have questions about their accounts, related invoices, and payments.

1. To print customer history on a specific customer, click the **Browse** button beside the Customer ID field in the A/R Invoice Entry window and select the appropriate customer.

   If you want to print all customer history, there is no need to select a customer.

2. Select **File**, **Print Customer History** from the A/R Invoice Entry menu.

   The Print Customer History dialog box appears.

3. Click the down arrow beside the Entity ID field to select an Entity ID, or enter the Entity ID in the field provided.

   You can specify a list or a range by separating Entity IDs with a "," (comma) or a "/" (slash). The "," (comma) and "/" (slash) are wildcard characters.

4. Click the **Calendar** button beside the Start Date field to select a start date, or enter the start date in the field provided.

   Leave this field blank to print a complete history. However, if your database is large and contains several thousand transactions, the resulting report could take a long time to print.

5. Click the down arrow beside the Report Display field to select one of the following output options.

   Print - Select this option to output the file to a printer.

View - Select this option to see what the printed output will look like before you print it.

File - Select this option to save the output to a text file. You are then able to edit the file outside of VISUAL using any text editor.

E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

6. Select one of the following options in the **Customers** group box.

   Print Current Customer - Select this option to print the customer you selected in the A/R Invoice Entry window.

   Print All Customers - Select this option to print the history of all customers in the database.

7. Click the Print Setup button to modify printer options.

8. Click the **OK** button to output the information.

   If you selected **Print** as the output, a standard Windows Print dialog box appears.

   Make the appropriate selections then click the **OK** button.

   The Customer History Report prints.

   To view an example of a Customer History report, refer to "Reports" in Appendix A.

Printing Customer Statements

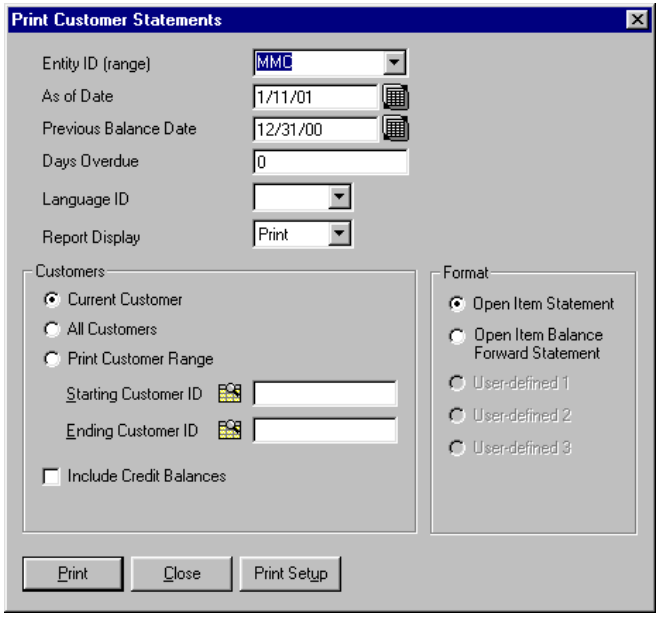
Customer Statements are simply statements for your customer that show outstanding invoice amounts. The report defaults to print in the customers base currency. You can also produce the report in system or any tracking currency. Print Customer Statements in the A/R Invoice Entry window.

1. To print statements for a particular customer, click the **Browse** button beside the Customer ID field to select a customer ID from the list, or enter the customer ID in the field provided.

   If you want to print statements for all customers in the database, or for a range of customers, there is no need to select a customer in the A/R Invoice Entry window.

   Select **File**, **Print Customer Statements** from the menu.

   The Print Customer Statements dialog box appears.



2. Enter the following information in the Print Customer Statements dialog box.

   Entity ID (range) - Click the down arrow to select an Entity ID from the list, or enter the Entity ID in the field provided.

   You can specify a list or a range by separating Entity IDs with a "," (comma) or a "/" (slash). The "," (comma) and "/" (slash) are wildcard characters.

   As Of Date - Click the **Calendar** button to select an As Of Date, or enter the date in the field provided.

This allows you to specify to include all invoices prior to and up to this date.

Previous Balance Date - Click the **Calendar** button to select a previous balance date, or enter the date in the field provided.

If you are running the balance forward statement, this option totals all open invoices prior to and up to this date.

Days Overdue - Enter the number of days overdue, if applicable.

Language ID - If necessary, click the down arrow to select a Language ID, or enter a language ID in the field provided.

3. Click the down arrow beside the Report Display field to select one of the following output types from the menu.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the output to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

4. Enter one of the three options in the **Customers** group box.

   Current Customer - Select this option to print statements for the selected customer in the A/R Invoice Entry window.

   All Customers - Select this option to print statements for all customers in the database.

   Print Customer Range - Select this option to print statements for a specified range of customers.

   To specify a range, you must click the **Browse** button beside the Starting Customer ID field to select Customer ID to begin statement printing, and an ending customer ID beside the Ending Customer ID field to end statement printing.

5. Select the **Include Credit Balances** check box located in the **Customers** group box, to filter out customers who have statements with an open balance or a credit value.

6. Select one of the following options in the **Format** group box.

   Open Item Statement - This statement option displays all open items.

   Open Item Balance Forward Statement - This statement option displays all balance forward open items.

   User defined formats - This statement option displays user specific formats defined using Quest or Centura Report Builder.

7. Click the Print Setup button to modify printer options.

   Click the **Print** button.

8. Make the appropriate selections from the Print dialog box, then click on **OK**.

   The Customer Statement Report prints.

   To view an example of the Customer Statement report, refer to "Reports" in Appendix A.

Printing VAT Reports

VAT (Value Added Tax) reports are specific to European manufacturers who sell goods within Europe. VAT applies to goods sold within a given country, not goods leaving or entering the country.

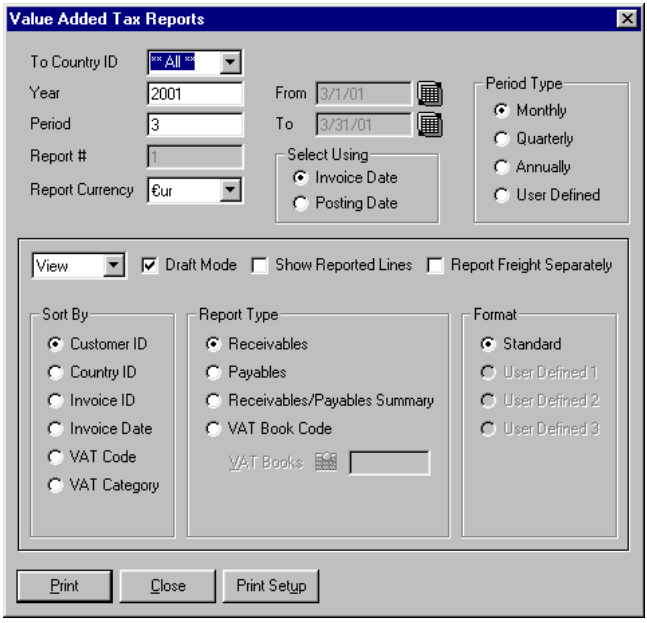
VAT is usually product-related rather than destination-related. Since the United States relies on different form of sales tax, the Sales Tax Group Maintenance feature in Infor VISUAL Financials is disabled when the VAT option is enabled in Application Global Maintenance.

VISUAL 6.2 version includes several VAT enhancement features to properly handle VAT statutory requirements:

- ❒ Ability to Tax Freight (maintained in Application Global Maintenance)
- ❒ VAT Category Codes (a Belguim requirement)
- ❒ VAT Discounts in Accounting
- ❒ VAT Codes at the Customer/Vendor level
- ❒ Overrides of VAT codes by Customer/Vendor or Part ID
- ❒ VAT reports default to “draft” mode

1. From the Accounts Receivable Invoice Entry window, select **File**, **Print VAT Reports** from the menu.

   The Value Added Tax Reports window appears.



2. Enter the information in the following fields.

   To Country ID - Click the down arrow to select the Country ID from the list, or enter the Country ID in the field provided.

   VISUAL defaults to print all country IDs.

   Year - Enter the year you are reporting.

   Period - Enter the reporting period that works in conjunction with reporting type.

   Report # - Enter the next sequential report number to use. You can enter any report number that has already been created. VISUAL automatically assigns the report number to one at the beginning of the new year.

   If you assigned automatic numbering in Application Global Maintenance, VISUAL automatically populates this field using the settings you requested.

   Report Currency - Click the down arrow to select the report currency from the list.

   From/To - This field indicates the date range of the reporting period.

   Depending on what you choose in the **Period Type** group box (discussed in step 4) determines whether or not you have the option to select a date range. The **Monthly**, **Quarterly**, and **Yearly** selections are preset dates that VISUAL automatically populates in the From/To field. However, if you choose the **User Defined** radio button, you must select the date range for the reporting period.

   To select a date range, click the **Calendar** button beside the appropriate field to select the date you want, or enter the date in the field provided.

3. Enter one of the following options in the **Select Using** group box.

   Invoice Date - Select this option to include transactions using the From/To field based on the invoice date.

   Posting Date - Select this option to include transactions using the From/To field based on the posting date.

4. Enter one of the following options in the **Period Type** group box. VISUAL automatically populates the dates in the From/To field for Monthly, Quarterly, and Annually selections.

   Monthly - Select this option to print a monthly VAT report.

   Quarterly - Select this option to print a quarterly VAT report.

   Annually - Select this option to print an annual VAT report.

   User Defined - Select this option to print the VAT report using specific dates in the From/To field.

5. Click the down arrow to select the type of output for this report.

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click on **Ok**.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

   File - To save the report to a text file. When you click on **Ok**, the Print to File dialog box appears.

   Specify the destination directory and filename in the Filename field. If a destination is not specified, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

   Click the **Include field names on first output line** if you want to output column labels.

   Click **Ok** and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

   E-mail - Select this option to send the report as an .RTF attachment through your electronic mailing system.

6. Select any of the check boxes that apply to this report.

   Draft Mode - If you do NOT want to commit any reports to the database, click the **Draft Mode** check box.

   In Draft mode, you can create a scenario to see what the line item quantity would be when you change the reporting frequency. This mode also allows you to print a report and makes sure all the necessary data is there.

   When you generate this report, VISUAL flags all of the lines included in the report (according to the specifications) on the database as reported. You can only request this report once. VISUAL does allow a "work around" to this one-time only report. Request to rerun the report in "draft mode." If you request to run the report in draft mode (after the report has initially been run) click on the **Show Reported Lines** option.

   You may want to incorporate a procedure to use the Draft mode to confirm accuracy prior to running the actual reports.

   Show Reported Lines - If you request to run the report in draft mode (after the report has initially been run) click on the **Show Reported Lines** option to print reported lines.

   Report Freight Separately - Select this check box to print freight separately.

7. Specify what type of order to print your VAT report by selection one of the following options in the **Sort By** group box. Choose from Customer ID, Country ID, Invoice ID, Invoice Date, VAT Code, and VAT Category.

8. Choose the type of transactions you want to print for your report in the **Report Type** group box. Choose from one of the following options: Receivables, Payables, Receivables/Payables Summary, and VAT Book.

   If you select the VAT Book option, you must also supply VISUAL with the VAT Book by clicking the **Browse** button beside the VAT Book field, or entering the VAT Book in the field provided.

9. Enter one of the following support formats in the **Format** group box.

   Standard - Select this option to print the VISUAL standard format for this report. For an example of this report, refer to "Reports" in Appendix A of this manual.

   User Defined 1/2/3 - Select this option to print a user defined format. These options are not available if you have not created a format.

   VISUAL uses .QRP files to define formats as follows: Note: x is 1, 2, or 3

   VAT Payables/Payables VAT Book: VFVATPUx.QRP.

   VAT Receivables/Receivables VAT Book: VFVATRUx.QRP.

   VAT Summary: VFVATSUx.QRP.

10. Click the **Print Setup** button to modify printer settings.

11. Click the **Print** button to output the report.

    Click the **Close** button to exit this dialog box without printing the VAT report.

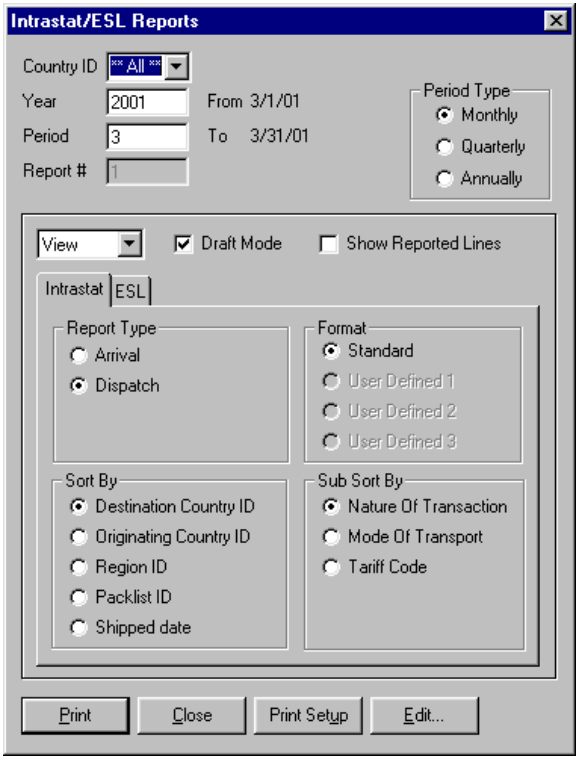
Printing Intrastat Reports

Intrastat reports are specific to European manufacturers that sell products outside Europe. The European Community (EC) requires that goods sold and manufactured in Europe be tracked so that their origin and destination are recorded in some permanent way. Each manufacturer and distributor of goods must report items sold and distributed, where they were manufactured or obtained, and where they were sent, including intermediate distribution points, when the origin or destination is outside of the country where the manufacturer or distributor resides. Only VAT registered companies are required to provided Intrastat information. Intrastat uses the Country IDs to track good movements, allowing only those goods that have been sold to outside countries to appear on the Intrastat report.

You can also print ESL (European Sales List) reports from this option. ESL reports are a VAT report that is based on good reported under Intrastat.

1. From the A/R Invoice Entry window, select **File**, **Print Intrastat Reports** from the menu.

   The Intrastat Reports dialog box appears.



2. Enter the appropriate information in the following fields:

   Country ID - This option exists to view data by country. For dispatches, the country selected is the *to* county. For arrivals, the country selected is the *from* country.

   Click the down arrow to select a Country ID, or enter the Country ID in the field provided. VISUAL defaults to all countries.

   Create Country IDs in Application Global Maintenance.

   Year - Enter the reporting year.

   Period - Enter the reporting period. The reporting period reflects the date range of the report.

   Report # - Enter the next sequential report number to use. You can enter any report number that has already been created. VISUAL automatically assigns the report number to one at the beginning of the new year. Set the report sequence number in Application Global.

   Period Type - Select the appropriate period type: **Monthly**, **Quarterly**, or **Annually**.

   The period and year default to the date range of the current date. You can only change the Period Type in draft mode.

3. Select one of the following output types from the drop down list.

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click on **Ok**.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

   File - To save the report to a text file. When you click on **Ok**, the Print to File dialog box appears.

   Specify the destination directory and filename in the Filename field. If a destination is not specified, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

   Click the **Include field names on first output line** if you want to output column labels.

   Click **Ok** and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

   E-mail - Select this option to send the report as an .RTF attachment through your electronic mailing system.

4. Enter any of the following check boxes that apply.

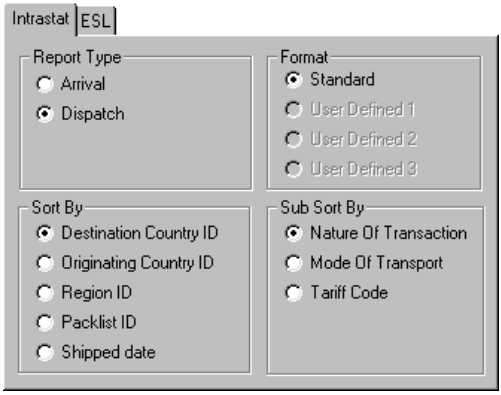
   Draft Mode - If you do NOT want to commit any reports to the database, click the **Draft Mode** check box.

   In Draft mode, you can see what the line item quantity would be if the reporting frequency were changed. This mode also allows the user to print a report and make sure all the necessary data is there. You have the option of editing data from this dialog box by clicking the **Edit** button. Refer to step 8 for more information.

   Show Reported Lines - If you request to run the report in draft mode (after the report has initially been run) click on the **Show Reported Lines** option to print reported lines.

5. Select the Intrastat tab, if necessary.

   The Intrastat information appears.



6. Enter the following information in the Intrastat tab.

   Report Type - Select either **Arrivals** or **Dispatches**.

   VISUAL offers an edit option that allows you to choose which statistics will be required for reporting purposes.

   Format - Select the **Standard** format, or a **User-defined** format.

   Reporting supports the following user defined formats:

   Intrastat Arrival: VFISTAUx.QRP where x is 1, 2, or 3.

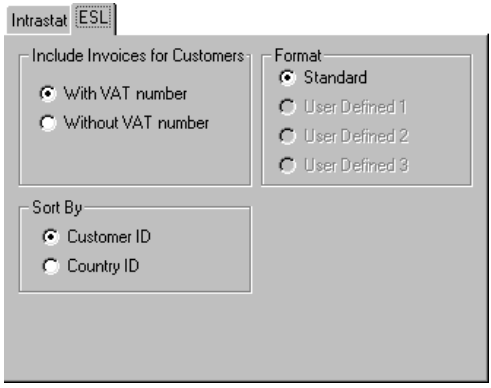
   Intrastat Arrival: VFISTDUx.QRP where x is 1, 2, or 3.

   Sort By - You can sort by Destination Country, Originating Country, Region ID, Packlist/Receiver ID, or Received/Shipped Date.

Sub Sort By - You can further sort by Nature of Transaction, Mode of Transport, or Tariff Code.

7. Select the **ESL** tab.

   The ESL information appears.



8. Enter the following information in the ESL tab.

   Include Invoices for Customer - Select to include customers with a VAT number, or customers without a VAT number in the report.

   Sort By - Choose to sort your report by Customer ID, Country ID.

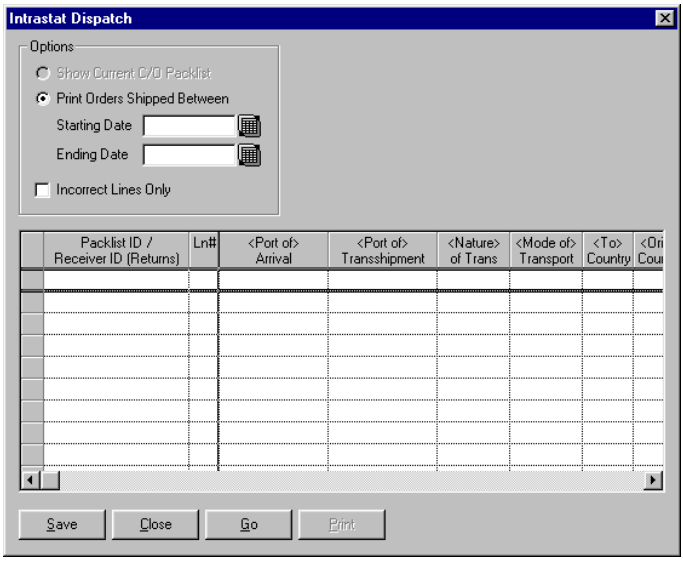
   Format - Select either the standard VISUAL format, or one of the three user-defined formats, if applicable.

   Reporting supports the following user defined formats:

   VISUAL uses the following qrp file for printing arrival intrastat reports: VFESLUDx.QRP where x is 1, 2, or 3.

9. Click the **Edit** button to make any necessary changes to the packing lists before printing.

The Intrastat Dispatch dialog box appears.



10. To edit information, click in the field you want to edit, or double-click the column header to make your selection.
11. When you are finished editing, click the **Save** button.
12. Click the **Close** button to exit the Intrastat Dispatch dialog box and return to the Intrastat/ESL Reports dialog box.
13. Click the **Print Setup** button in the Intrastat/ESL Reports dialog box to modify printer settings.
14. Click the **Print** button to print the report.

    VISUAL prints the report. To view an example of the Intrastat report, refer to "Reports" in Appendix A of this manual.

    Click the **Close** button to exit this dialog box without printing the Intrastat report.

Chapter 20

Collections Window

Collections Window

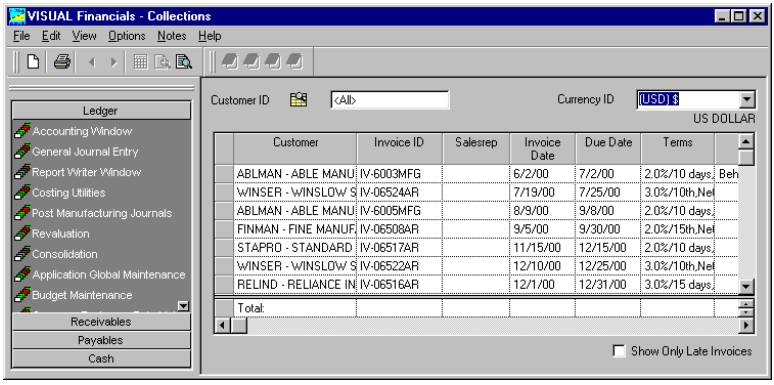
The Collections module enhances the collections and credit management efforts of the Receivables Department by tracking the status of open receivables. By use of notes within the Collections Module, you can track and monitor discussions with customers either through the customer order or the invoice. You can access the information by customers individually or by all customers, by currency, or by tardiness for a thorough review of your collection invoice data. The module displays all invoices currently held in VISUAL's Accounts Receivable system. **Invoices that you print from VISUAL Manufacturing, but do not pass to Accounts Receivable are not visible on the Collections module.** To view those invoices, you need to copy from VISUAL Manufacturing first.

Accessing the Collections Window

The Collections window is accessible from the A/R Invoice Entry window, and the **Receivables** menu option from the VISUAL main menu.

Select **Receivables**, **Collections Window** from the VISUAL main menu.

The Collections window appears.

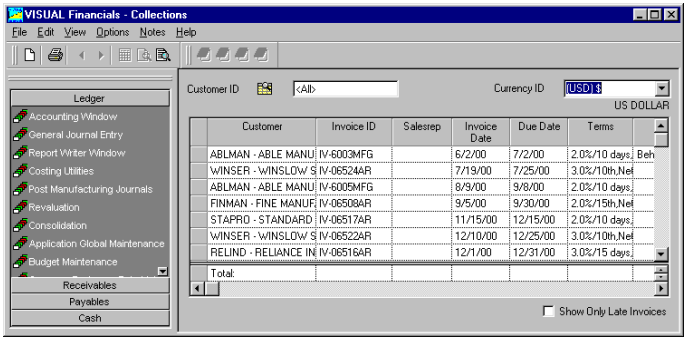


Setting/Resetting Collection Schedules

Use Setting/Resetting Collection Schedules when you and your customer establish a new collection schedule agreement to set, convert, or reschedule existing delinquent invoices.

1. Select **Info, Collections** from the A/R Invoice Entry menu.

   The Collections dialog box appears.



2. Click the **Browse** button beside the Customer ID field to select a Customer ID from the list of unpaid invoices, or enter the Customer ID in the field provided.

   VISUAL defaults to all unpaid customer invoices.

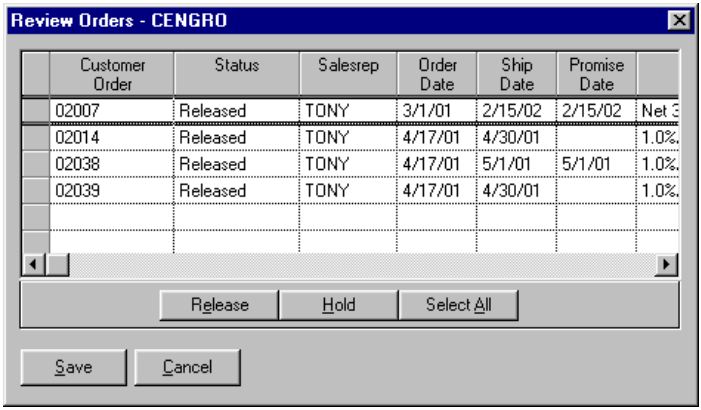
   You can press **Previous Customer ID in Set** and **Next Customer ID in Set** toolbar buttons to move sequentially to the next customer or previous customer in the list, which populates the window with the customer's open item information. By using this feature, you address all of the open items in your database.

3. If you want to display only late invoices, click the **Show only late invoices** check box at the bottom of the dialog box.

4. To view the invoice transaction, select the detail line, then click the **View Invoice** button, or you can open the specific invoice that you want to view by double-clicking the highlighted invoice.

5. Click the **View Orders** toolbar button to view open orders for a particular customer or for all customers in your database.

The Review Orders dialog box appears, listing the pertinent orders for the customer or all customers.



To change the status of one or more invoices, select the invoice(s) you want to change, then click the appropriate button located below the table.

The Select All button allows you to select all invoices within the table.

Released - Click this button to change the invoice to a released status.

Hold - Click the **Hold** button to change the invoice to a Hold status.

Another way to change the status of an invoice is to change each invoice in the table. Click in the appropriate cell under the Status column. A down arrow appears. Click the down arrow to select either a **Released**, or **Hold** status.

When you are finished with the Review Orders dialog box, click the **Save** button to save your changes, or the **Cancel** button to exit without saving changes.

6. In the Collections dialog box, click the down arrow next to the Currency ID field to select a Currency ID from the list, or enter the Currency ID in the field provided.

   The Currency type that you assigned to the customer automatically populates in read only format when you select a Customer ID. However, if you enter a Customer ID the Currency field containing the **All** option, the Currency field becomes active. This allows you to selectively view all unpaid invoices of a particular currency.

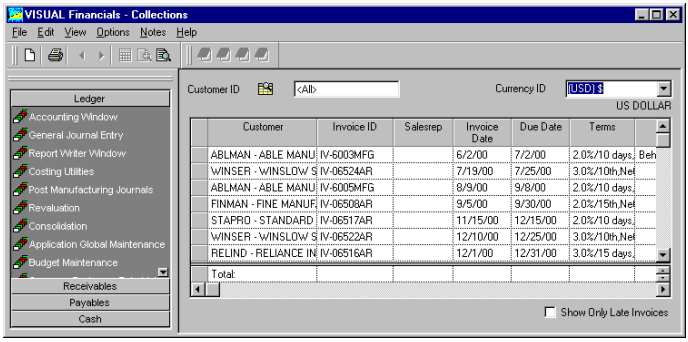
Using the Collection Payment Schedule

Use the Collection Payment Schedule function to track and schedule payments on unpaid invoices based on the customer's promise to pay.

If you have multiple unpaid invoices for the same customer, you can schedule to track them together. You can monitor the schedules for collection activity and follow-up using the assignment of promissory dates and amounts. You can arrange an auto schedule using a starting date, period length and number of periods or payment amounts to create the schedule. If multiple invoices are part of the schedule, auto schedule applies payments based on each invoice's order of age until each invoice is completely paid.

You can establish collection schedules manually or through the Auto Schedule feature. If a schedule does not exist for a customer, the schedule defaults to full payment of the invoice(s) on their original due date.

1. To manually or automatically set up payment schedules, highlight the invoice(s) that you want to schedule for collection from the Collections window.

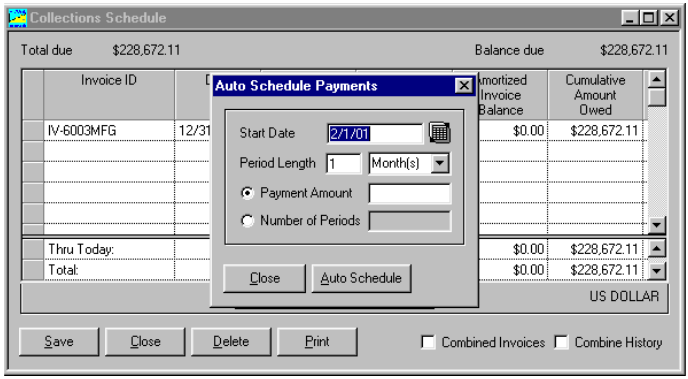


VISUAL offers several ways to select the invoice lines:

- ❒ Drag the cursor to highlight several consecutive invoices.
- ❒ Use the SHIFT key and the down arrow key simultaneously.
- ❒ Use the CTRL key and highlight each line to select nonconsecutive rows.

2. Click the **Setup Payment Schedule** toolbar button after you select the invoice(s) that you want to schedule.

The Collections Schedule dialog box appears along with the Auto Schedule Payments dialog box.



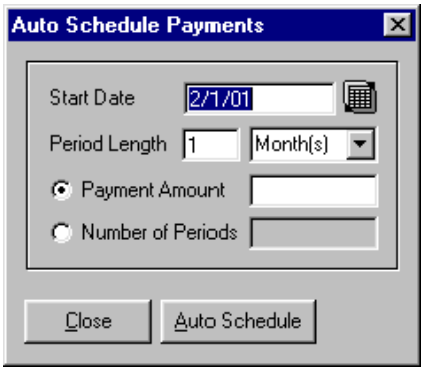
Creating Automatic Payment Schedules

Use the Auto Collection Payment Schedule function to establish payment amounts agreed to by your customer to satisfy outstanding balances.

To Create an automatic Payment Schedule:

1. From the Collections window, select all invoices that you want to include in the payment schedule.
2. Click the **Setup Payment Schedule** button.

   The Auto Schedule Payments dialog box appears.



3. Enter information in the following fields to create a payment schedule:

   Start date - Click the **Calendar** button beside the Start Date field to select a start date, or enter a start date in the field provided.

   VISUAL assumes the Collection Schedule begins on the first day of the period following the current system date.

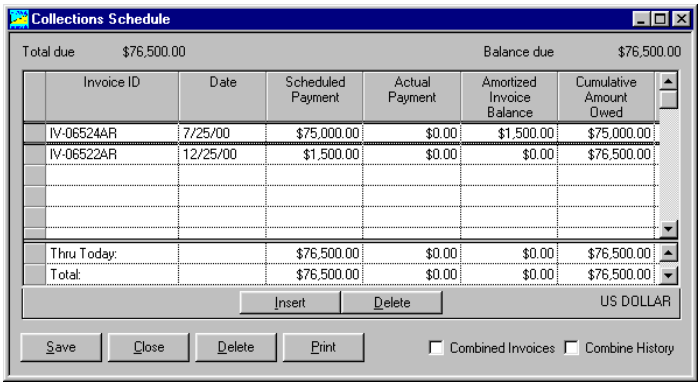
   Period length - This is the number of days, weeks, months that you schedule the collection payment promise. This field allows you to specify how frequently your customer promises to pay.

   Payment Amount or **Number of Periods** - The next two fields establish the promise value in the Payment Schedule.

   If you designate a specific Payment Amount, VISUAL applies the promises against the oldest invoice in the plan for this amount until the invoice is paid in full and continues to the next oldest invoice until all invoices have been scheduled (provided multiple invoices have been assigned to the schedule).

If you specify a Number of Periods, VISUAL calculates a payment amount that 'pays in full' the invoice(s) over that number of periods. This amount is then applied to the invoice(s) on a 'first in first out' basis.

4. Click the **Auto Schedule** button, then move the Auto Schedule payments dialog box so that the Collections Schedule box is viewable.



VISUAL assigns the payment promise information to the invoice(s) information on the Collection Schedule.

5. Select the appropriate view check boxes.

   There are two check boxes that affect the manner in which VISUAL displays the data in the window. The **Combined Invoices** check box enables you to view combined activities for multiple invoices entered on the same day into one line on the window. The Invoice ID column on these lines reads **Multiple Invoices**.

   The **Combine History** check box summarizes all activity prior to the "current" date into one line on the window.

6. Click **Print** to print a hard copy of the Auto Payment Schedule.

   You can recalculate your payment schedule as many times as necessary before committing to a schedule.

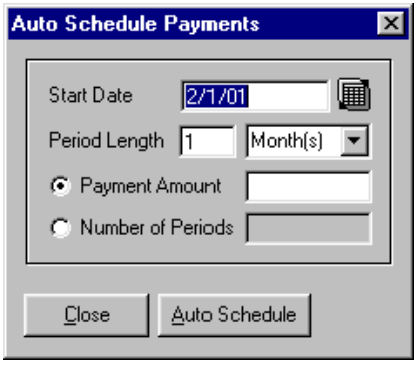
7. Click **Save** to save the Payment Schedule.

Creating Manual Payment Schedules

Create manual payment schedules by physically setting the payment plan within the payment table. When you select either a single invoice or a combination of invoices, the Total Due and Balance Due amounts appear above the payment table at the top of the window. It is important to note that the Scheduled Payment Amounts (individually or in total) cannot exceed the Total Due. If the Total Scheduled Payment Amount exceeds the Total Due, an error message appears, stating that the Collection schedule is invalid. You must assess the schedule and make adjustments accordingly.

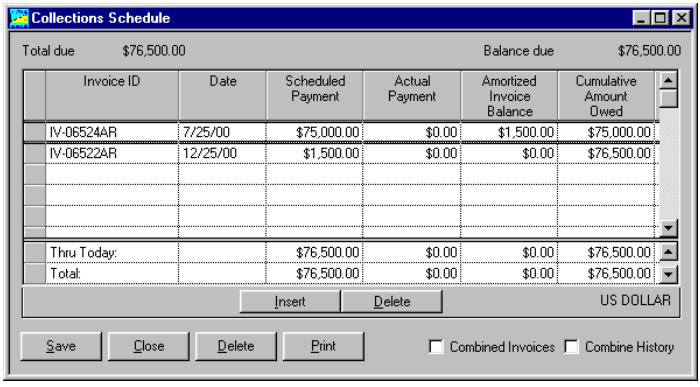
1. From the Collections window, select all invoices that you want to include in the payment schedule.
2. Click the **Setup Payment Schedule** button.

   The Auto Schedule Payments dialog box appears.



3. Click the **Close** button to exit the Auto Schedule Payments dialog box to view the Collections Schedule window.

   The Collections Schedule window appears.



Each invoice selected appears in the payment schedule table as one detail line displaying the total amount due under the **Scheduled Payment** column.

The last two lines represent the total lines and are recalculated each time a payment is made by the customer.
The **Thru Today** line indicates the amount the customer owes as of today.

The **Total** line indicates the total amount the customer owes.

4. To create more than one payment for an invoice, click the cell under the **Scheduled Payment** column that you want to change, and enter the first payment amount.

   Press the **Tab** or **Enter** key and VISUAL recalculates the Total Due, Balance Due, Amortized Invoice Balance, and the Cumulative Amount Owed.

5. Click the **Insert** button to add another payment for the invoice.

   VISUAL indicates the active line by placing a black arrow in the row header.

6. If you selected more than one invoice for the payment schedule, VISUAL highlights the last invoice listed and a down arrow appears in the Invoice ID cell.

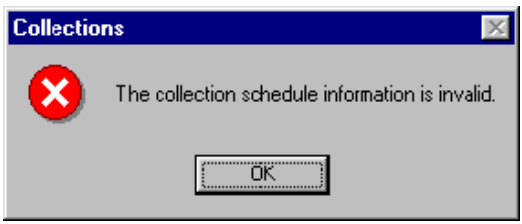
   Click the down arrow to select the appropriate invoice.

7. Press the **Tab** key, or click in the appropriate cell under the **Date** column to enter the date the customer pays the next payment.

8. Press the **Tab** key, or click the appropriate cell under the **Scheduled Payment** column to enter the payment amount for the next payment.

   Press the **Tab** or **Enter** key and VISUAL recalculates the Total Due, Balance Due, Amortized Invoice Balance, and the Cumulative Amount Owed.

9. Repeat steps 4 through 8 where necessary. If your payment amounts exceed the invoice amount, or the total amount due, VISUAL displays a dialog box that indicates the amount you entered is invalid. You must correct the payment schedule for that invoice before continuing.



10. To delete a payment row, select the row then click the **Delete** button located directly beneath the table, beside the **Insert** button.

Caution

There are two **Delete** *buttons on the Collections Schedule window. Make sure you select the correct button for the function you are wanting to perform.*

The **Delete** *button located directly beneath the payment table and beside the* ***Insert*** *button deletes a row within the Payment Schedule table.*

The **Delete** *button at the bottom of the Collections Schedule window deletes the entire payment schedule.*

11. Select one or both of the check boxes, if necessary.

    These two check boxes affect the manner in which VISUAL displays data in the window. The **Combined Invoices** check box enables you to view combined activities for multiple invoices entered on the same day into one line on the window. The Invoice ID column on these lines reads **Multiple Invoices**.

    The **Combine History** check box summarizes all activity prior to the "current" date into one line on the window.

12. When you have completed the payment schedule, click the **Save** button to save your payment schedule.

    Click the **Close** button to exit the Collections Schedule window after saving the payment schedule, or exit without saving the payment schedule.

    Click the **Delete** button to delete a saved schedule, or clear the unsaved schedule from the table.

13. Click the **Print** button to print a hard copy of the payment schedule.

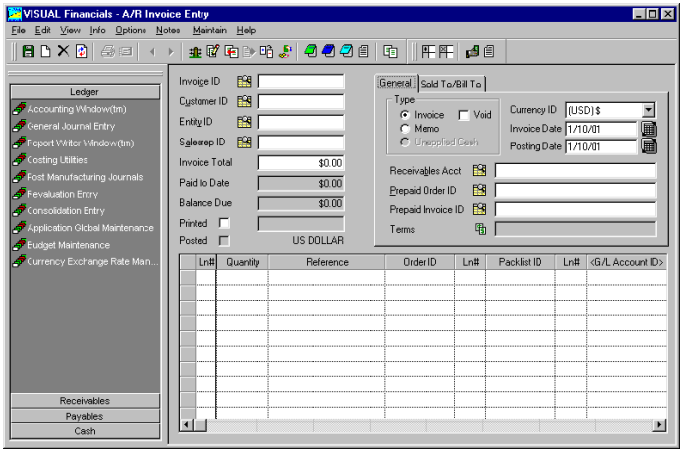
Viewing Invoices and Orders

The Collections window allows you to view details of invoices using the A/R Invoice Entry window, and orders using the Collections window.

Viewing Invoices

1. Click the **Browse** button beside the Customer ID field to select the customer who has the invoices you want to view.
2. Select the invoice that contains the details you want to view.
3. Click the **View Invoice** toolbar button, or select **View**, **Invoice** from the Collections menu.

   The A/R Invoice Entry window appears.

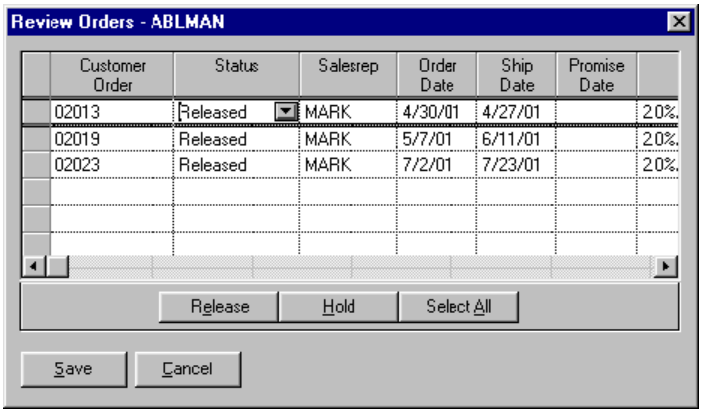


4. To return to the Collections window, click the **X** button in the top right corner, or select **File**, **Exit** from the A/R Invoice Entry menu.

Viewing Orders

1. Click the **Browse** button beside the Customer ID field to select the customer who has the order(s) you want to view.
2. Click the **View Order** toolbar button, or select **View**, **Order** from the Collections menu.

The Review Orders window appears.



3. You can release or put a hold on orders listed in this dialog box.

   Select the order(s) you want to release or hold, then click the **Release** or **Hold** button located below the table.

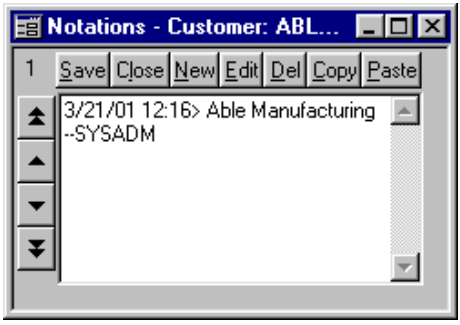
   To select all orders, click the **Select All** button, then select the appropriate **Release** or **Hold** button.

4. Click the **Save** button to save your changes, or the **Cancel** button to exit the dialog box without saving changes.

Working with Notations

Notations (notes, for short) are free form text used exclusively for internal documentation purposes. Although they are associated with the customer order in much the same way as specs, they are fundamentally different:

- ❒ Notes are exclusively for the internal use of your business. They are NOT included on any outgoing paperwork.
- ❒ Individual note entries are automatically date/time stamped, and maintained as separate entries. You can scroll through the notes attached to an invoice or customer for histories of information. This is different from specs, where you can modify the entire block of text at any point as a single object.



All notations in Infor VISUAL Financials function in the same way.

There are four types of notes in the Collections window:

- ❒ Customer Notations
- ❒ Invoice Notations
- ❒ Customer Collection Notations
- ❒ Invoice Collection Notations

The customer notes and invoice notes work in basically the same way. The difference between them is that customer notes reference the general customer notes data, whereas invoice notes are tied to the invoice.

The customer collection notes and invoice collection notes are available to record, as a permanent record, invoice collection discussions between the department and the customer. A Schedule option is available to allow for the scheduling of payments for invoices including the Due dates and Invoice amounts.

Customer Notes - Use Customer Notes to keep a running journal associating the current Customer with the invoice. The notes can be used for internal dialogs regarding the customer. Customer notes are NOT linked to any invoice, but to the current customer. If no customer is selected, the Customer Notes are not active. Customer Notes are accessed by pressing the **Customer Notes** toolbar button on the Collections window, or by selecting **Notes**, **Customer Notations** option from the menu.

Invoice Notes - Use Invoice Notes to associate notations to the particular invoice. You can use them for internal information concerning this specific invoice. Invoice Notes are accessed by pressing the **Invoice Notations** toolbar button in the Collections window, or by selecting **Notes**, **Invoice Notations** option from the menu.

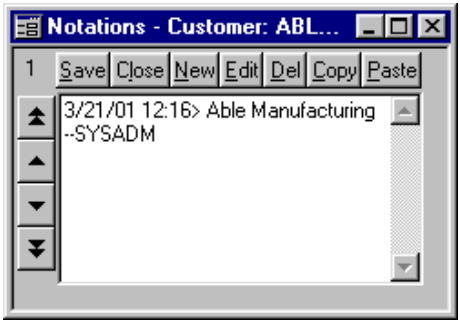
Customer Collection Notes - Use Customer Collection Notes to associate customer collection agreements to the invoice. You can use the notes for reviewing and updating unpaid invoice collection diary notes. Use this feature to document and track for easy recall related collection discussions/conversations with the customer.

Invoice Collection Notes - Use Invoice Collection Notes to track specific customer issues that relate directly to collection efforts concerning a particular invoice. You can then establish a payment schedule for unpaid invoices.

Adding Customer and Invoice Notes

1. With the appropriate customer open, or invoice selected in the Collections window, click the **Invoice Notations** or **Customer Notations** button, or select **Notes**, **Invoice Notations** or **Customer Notations** from the menu.

   The Notations dialog box appears.



2. Click the **New** button to create a new entry.

   An entry line prompt appears with the current date and time.

3. Enter the context of your note.

   You can enter an unlimited amount of information.

   Use the **Copy** button to copy text in the dialog box to the clipboard.

   Use the **Paste** button to paste text that you copied from another location into the notes box.

4. Click the **Edit** button to change previously saved notes.

   Click the **New** button to add any additional notes.

   Click the **Delete** button to delete selected notations.

5. Click the **Save** button to save the Notes.

6. Click the **Close** button to close the Notations dialog box and return to the Collections window.

Editing Notations

There may be instances where you need to edit an entry. For example, you may need to add information.

To edit a notation entry:

1. Open the note you want to edit.

2. Use the navigation arrows to the left of the dialog box to move to the entry that you want to edit. The single up and down arrows move you one note at a time. The double up and down arrows display the first and last note respectively.

3. Click the **Edit** button.

4. Make the necessary changes.

5. Click the **Save** button to save your changes.

6. Click the **Close** button to close the Notations dialog box and return to the Collections window.

You can use the Tile Notations/Specifications and Cascade Notations/ Specifications commands available from the Notes menu to arrange the Invoice Notes and Customer Notes windows in order to leave the notes windows open while you continue to work on the A/R Invoice Entry window.

Deleting Notation Entries

VISUAL allows you to delete a notation entry. Use care when deciding to delete an entry, because it is not recoverable.

To delete a note entry:

1. Use the navigation arrows to the left of the dialog box to move to the entry that you want to delete.

2. Click the **Del** button.

   An **X** appears next to the entry stating that the entry is targeted for deletion.

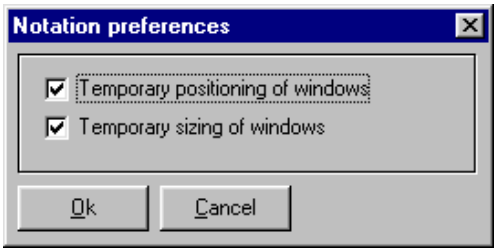
3. Click the **Save** button to permanently remove the entry.
4. Click the **Close** button to close the Notations dialog box and return to the Collections window.

Using Notation Preferences

Use Notation Preferences to apply a predetermined window size and placement when opened.

1. Select **Notes**, **Notation Preferences** from the Collections menu.

   The Notation Preferences dialog box appears.



2. Select any of the following options.

   Temporary positioning of windows - Select this check box to temporarily reposition your notation.

   Temporary sizing of windows - Select this check box to temporarily resize your notation.

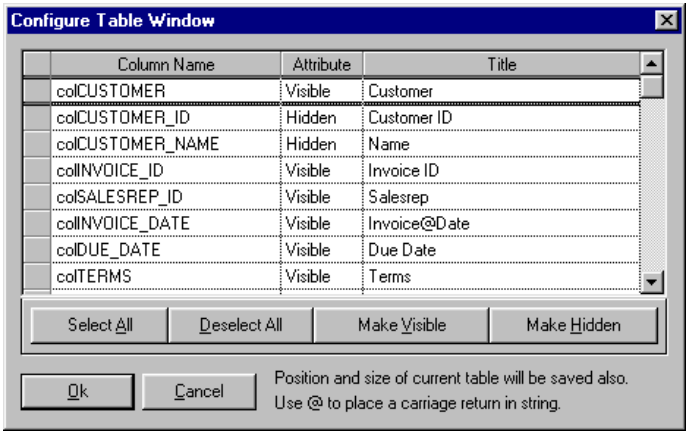
3. Click the **OK** button to save your changes, or the **Cancel** button to exit the Notation Preferences dialog box without saving changes.

Configuring Line Item Tables

The Collections window allows you to add or remove columns in the Collections detail table.

1. Select **Options**, **Configure Line Item Table** from the Collections menu.

   The Configure Table Window appears.



   The table contains a line for each column shown in the table. The Column Name is the internal VISUAL column name and begins with the letters **col**. The name is usually close to the column's function and/or title.

   The attribute column controls the visibility of the columns, showing Visible or Hidden. The Title column shows the text that appears in the column header.

2. To show or hide columns, select the appropriate row and click **Make Visible** or **Make Hidden** buttons located below the table. You can use **Select All** or **Deselect All** if you want to show or hide most of the columns at once.

3. To modify column titles, click in the field you want to edit, then enter the appropriate information.

   You can use the @ sign in titles to indicate a line break, to specify titles to appear on multiple lines.

4. Click the **OK** button to complete the operation. Note that this also saves the current column sizes and positions.

   Note: *Be careful not to hide any columns that VISUAL requires. If this happens, VISUAL gives you the normal error message that a fields needs an entry when you try to use the application.*

Table configurations are saved in .INI files named in the same way as program files. These files are stored in the workstation's executable directory or user defined default directory; therefore, they are specific to that workstation. This allows individual users to customize the tables to their own preferences.

Printing Reports

The Collections window contains four reports available for printing: Aged Receivables, Customer History, Customer Statements, and Invoice.

Printing Aged Receivables Reports

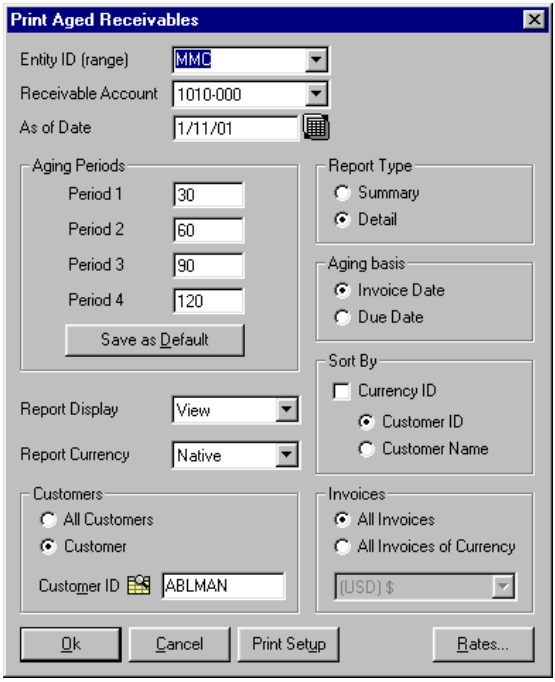
The Accounts Receivable Aging report gives you a list by customer(s) of all outstanding invoices due and the age of the invoice(s). Use this report to verify open invoices and at month end to reconcile your General Ledger Accounts Receivable Balance.

After you have verified that your invoice entries are correct, you must post them to the General Ledger. Do NOT post to the General Ledger if any invoices need to be modified or deleted.

After periodic revaluation of the Aging Report, as grouped by customer currency, the report should reflect the same currency balances as on the General Ledger. This holds true ONLY immediately following revaluation from each currency that you report. You can produce the report in system or any tracking currency.

1. Click the **Print** toolbar button, or select **File**, **Print Aged Receivables** from the Collections menu.

   The Print Aged Receivables dialog box appears.



2. Enter the following information in the Print Aged Receivables dialog box.

   Entity ID (range) - Click the down arrow to select an Entity ID from the list, or enter the Entity ID in the field provided.

   You can separate the Entity ID ranges by a "," (comma) or a "/" (slash). The "," (comma) and "/" (slash) are wildcard characters.

   Receivable Account - Click the down arrow to select either an individual receivable account or all receivable accounts from the list.

   Selecting "all" accounts from the list creates a consolidated aging report.

   As Of Date - Click the **Calendar** button to select an As of Date, or enter a start date in the field provided.

   VISUAL defaults to the current system date, which shows all open invoices to date. If you would like the report as of a another date, enter it here and only invoices open on or before that date will print. You may save your settings by pressing the **Save as Default** button.

3. Enter the aging periods for this report in the **Aging Periods** group box.

   You can enter four periods for which to report in the Aging Periods fields. The Aging Periods allows you to set how this report will show invoices. The defaults are aging periods of 30, 60, 90 & 120 days.

   Select the **Save as Default** button to override the defaults as a one-time instance or save them as your individual override defaults.

4. Click the down arrow beside the Report Display field and select one of the output report types from the drop-down menu.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

5. Click the down arrow beside the Report Currency field to select a report currency form the list.

6. Enter one of the following options in the **Customers** group box.

   All Customers - Select this option to print all customers.

   Customer - Select this option to print a specific customer. Use this prompt in conjunction with the **Invoices** setting, where you can print all invoices or all invoices of a specific currency.

   If you selected the Customer option, you need to enter a Customer ID in the Customer ID field. Click the **Browse** button to select a Customer ID from the list, or enter the Customer ID in the field provided.

7. Select one of the following options in the **Report Type** group box.

   Summary - This option prints line totals by customer.

   Detail - This option prints all open invoice for each customer.

8. Select one of the following options in the **Aging Basis** group box. The Aging Basis tells the system how to age the invoices.

   Age the invoices from the **Invoice Date** or from the **Due Date**, which is based on the terms for the customer.

9. In the **Sort By** group box, select the **Currency ID** check box if you want to sort by currency.

10. In the **Sort By** group box, select one of the following sort options. If you selected the **Currency ID** check box, the Currency ID will be sorted first, then by **Customer ID** or **Customer Name**.

    Customer ID - Select this option to sort the report by Customer ID.

    Customer Name - Select this option to sort the report by customer name.

11. Select the type of invoice that you want to print from the **Invoices** group box.

    All Invoices - Select this option to print all invoices.

    All Invoices of Currency - Select this option to print all invoices of a specific currency.

    If you selected All Invoices of Currency, you must also select the type of currency to print. Click the down arrow to select a Currency ID from the list.

12. To check/calculate the currency rates if printing invoices in a foreign currency, click the **Rates** button.
    Refer to “Set/Reset Exchange Rates” in this chapter for more information on rates.

13. Click the **Print Setup** button to modify printer options.

14. Click the **OK** button to output the information.

If you selected **Print** as the output, a standard Windows Print dialog box appears.

Make your selections, the click the **OK** button.

The Aged Receivables Report prints.

For an example of the Aged Receivables Report, refer to "Reports" in Appendix A.

Printing Customer History Reports

The Customer History Report in the Collections window provides you with current and historical financial information about your customers. It provides you with an overview of each customer's payment history and can be very helpful when working with customers who have questions about their accounts, related invoices, and payments.

1. To print customer history on a specific customer, click the **Browse** button beside the Customer ID field and select the appropriate customer.

   If you want to print all customer history, there is no need to select a customer.

2. Select **File**, **Print Customer History** from the Collections menu.

   The Print Customer History dialog box appears.

3. Click the down arrow beside the Entity ID field to select an Entity ID, or enter the Entity ID in the field provided.

   You can specify a list or a range by separating Entity IDs with a "," (comma) or a "/" (slash). The "," (comma) and "/" (slash) are wildcard characters.

4. Click the **Calendar** button beside the Start Date field to select a start date, or enter the start date in the field provided.

Leave this field blank to print a complete history. However, if your database is large and contains several thousand transactions, the resulting report could take a long time to print.

5. Click the down arrow to select one of the following output options.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the output to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

6. Select one of the following options in the **Customers** group box.

   Print Current Customer - Select this option to print the customer you selected in the Collections window.

   Print All Customers - Select this option to print the history of all customers in the database.

7. Click the **Print Setup** button to modify printer options.

8. Click the **OK** button to output the information.

   If you selected **Print** as the output, a standard Windows Print dialog box appears.

   Make the appropriate selections then click the **OK** button.

   The Customer History Report prints.

   To view an example of a Customer History report, refer to "Reports" in Appendix A.

Printing Customer Statements

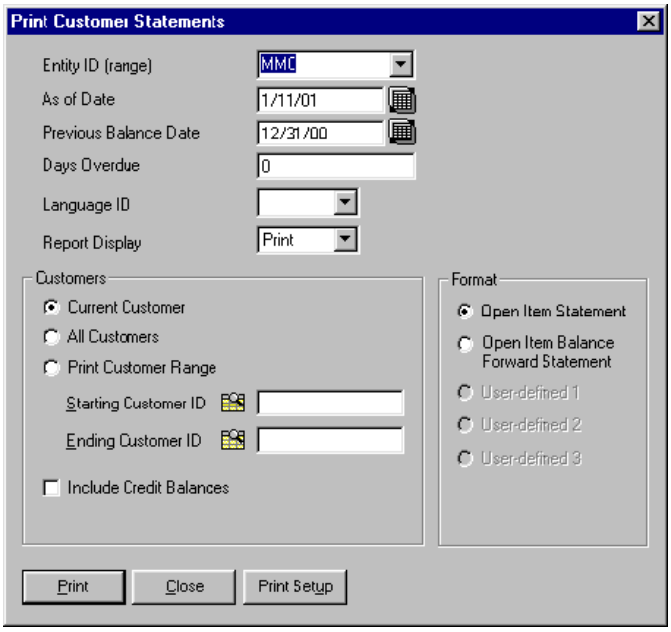
Customer Statements are statements for your customer that show outstanding invoice amounts. The report defaults to print in the customers base currency. You can also produce the report in system or any tracking currency.

1. To print statements for a particular customer, click the **Browse** button beside the Customer ID field to select a customer ID from the list, or enter the customer ID in the field provided.

   If you want to print statements for all customers in the database, or for a range of customers, there is no need to select a customer in the Collections window.

   Select **File**, **Print Customer Statements** from the menu.

The Print Customer Statements dialog box appears.



2. Enter the following information in the Print Customer Statements dialog box.

   Entity ID (range) - Click the down arrow to select an Entity ID from the list, or enter the Entity ID in the field provided.

   You can specify a list or a range by separating Entity IDs with a "," (comma) or a "/" (slash). The "," (comma) and "/" (slash) are wildcard characters.

   As Of Date - Click the **Calendar** button to select an As Of Date, or enter the date in the field provided.

   This allows you to specify to include all invoices prior to and up to this date.

   Previous Balance Date - Click the **Calendar** button to select a previous balance date, or enter the date in the field provided.

   If you are running the balance forward statement, this option totals all open invoices prior to and up to this date.

   Days Overdue - Enter the number of days overdue, if applicable.

   Language ID - If necessary, click the down arrow to select a Language ID, or enter a language ID in the field provided.

3. Click the down arrow beside the Report Display field to select one of the following output types from the menu.

Print - Select this option to output the file to a printer.

View - Select this option to see what the printed output will look like before you print it.

File - Select this option to save the output to a text file. You are then able to edit the file outside of VISUAL using any text editor.

E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

4. Enter one of the three options in the **Customers** group box.

   Current Customer - Select this option to print statements for the selected customer in the Collections window.

   All Customers - Select this option to print statements for all customers in the database.

   Print Customer Range - Select this option to print statements for a specified range of customers.

   To specify a range, you must click the **Browse** button beside the Starting Customer ID field to select Customer ID to begin statement printing, and an ending customer ID beside the Ending Customer ID field to end statement printing.

5. Select the **Include Credit Balances** check box located in the **Customers** group box, to filter out customers who have statements with an open balance or a credit value.

6. Select one of the following options in the **Format** group box.

   Open Item Statement - This statement option displays all open items.

   Open Item Balance Forward Statement - This statement option displays all balance forward open items.

   User defined formats - This statement option displays user specific formats defined using Quest or Centura Report Builder.

7. Click the **Print Setup** button to modify printer options.

   Click the **Print** button.

8. Make the appropriate selections from the Print dialog box, then click on **OK**.

   The Customer Statement Report prints.

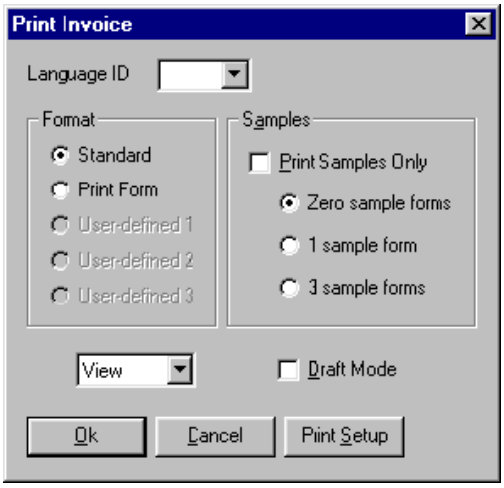
   To view an example of the Customer Statement report, refer to “Reports” in Appendix A.

Printing Invoices

You can print a specific invoice from the Collections window using the Print Invoice feature.

1. Click the **Browse** button beside the Customer ID field to select Customer ID from the list, or enter the Customer ID in the field provided.
2. Highlight the invoice you want to print from the table.
3. Select File, Print Invoice from the menu.

   The Print Invoice dialog box appears.



4. Click the down arrow to select a Language ID from the list if you have set up language forms.

   To create language IDs, refer to Customer Maintenance in Chapter 6.
5. Enter one of the following options in the **Format** group box.

   Standard - This is the default format.

   Print Form - Select this option if you are printing to a laser printer.

   User-defined 1/2/3 - If you have defined other formats using Quest or Centura Report Builder, these formats are available using one of these options.
6. Select the **Print Samples Only** check box if you want to print a sample invoice. This allows you to check printer alignment.
7. Select one of the following options in the **Samples** group box.

   Zero Sample Forms - Select this option to print the invoice without printing sample forms.

1 Sample Form - Select this option to print one same form before printing your invoice.

3 Sample Forms - Select this option to print three sample forms before printing your invoice.

8. Click the down arrow to select one of the following output types for your report.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

8. Select the **Draft Mode** check box to verify the accuracy of the report before officially printing the invoice.

9. Click the **OK** button to continue.

   Click the **Print Setup** button to modify printer settings.

   Click the **Cancel** button to cancel printing and return to the Collections window.

Chapter 21

Cash Application

Cash Application

After you have shipped goods and invoiced your customers for those goods, you receive payments on those invoices. To enter these payments, use Cash Application from the Receivables menu of Infor VISUAL Financials. This application allows you to apply cash receipts to specific invoices by customer. When you post the transactions to the General Ledger, VISUAL debits the Cash account and credits the A/R account, while also marking the invoices paid.

For each Account/System(Euro)/and Tracking currency, VISUAL records any difference between the rate applied to the invoice and the rate applied to cash receipts as an exchange gain or loss as required by the Generally Accepted Accounting Principles (GAAP) and International Accounting Standards (IAS). VISUAL addresses the Multi-Currency write-off issues successfully and generates the proper write-off amounts and allocates them to the appropriate default Currency ID or the G/L Interface Table Accounts. You can view the write-off values prior to saving and posting to the General Ledger.

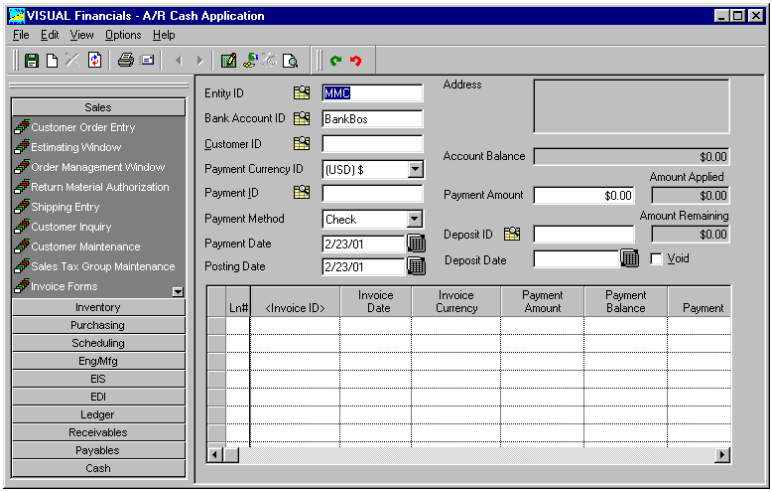
VISUAL allows the System Administrator to optionally set security over the variation between the exchange rate in effect on the date of application to the rate manually set during Cash Application. If a user tries to active, VISUAL denies the change request.

Starting Cash Application

Follow these procedures to implement the process of inputting received invoices.

Select **Receivables, Cash Application** from the Infor VISUAL Financials menu.

The A/R Cash Application window appears.

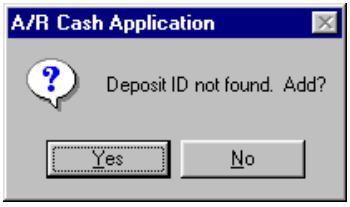


Assigning Deposit IDs

You must assign a Deposit ID to all cash receipts when you enter them in the A/R Cash Application module. Assigning a Deposit ID links a payment check to a specific bank deposit.

To assign a new Deposit ID:

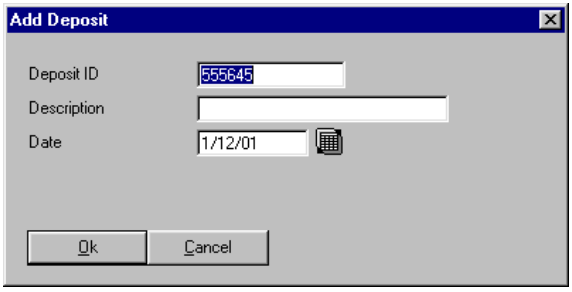
1. Type the new Deposit ID in the Deposit ID field.
2. Press the TAB key to move to the Description field.



VISUAL recognizes that the Deposit ID is new and not on the existing table. A dialog box appears, asking if you want to add the Deposit ID.

3. Click the **Yes** button to add or the **No** button to cancel.

If you clicked the **Yes** button, the Add Deposit ID dialog box appears.



4. Enter the following information in the Add Deposit dialog box.

Description - Enter a pertinent description in the description field to describe the Deposit.

Date - Click the **Calendar** button to select a date to deposit the received invoice, or enter the date in the field provided.

VISUAL defaults to the current system date.

5. Click the **OK** button to assign the new deposit ID to the invoice, or the **Cancel** button to exit without saving the new deposit ID.
6. Click the **Save** toolbar button.

To assign an existing Deposit ID:

1. If the Deposit ID has already been established, click the **Browse** button beside the Deposit ID field to select the deposit ID from the list, or enter the existing Deposit ID in the field provided.
2. Click **Save** toolbar button.

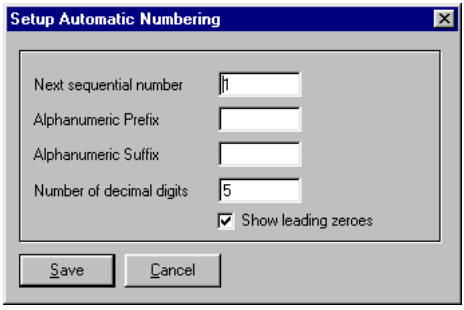
Setting Up Auto Numbering

Use the Auto Numbering function to generate the Transaction ID. Using this function can significantly reduce keystrokes and confusion. Although it is not required, it is highly recommended that you use this feature. You would normally setup Automatic Numbering during implementation; however, you can activate Automatic Numbering at any time.

If you want to modify your numbering scheme **after** you have entered data, you may do so here. You cannot, however, use duplicate numbers. If you try to assign a duplicate number, VISUAL generates a warning message asking you to supply a different number.

1. Select **Edit**, **Auto Numbering for General Journal** from the Cash Application menu.

   The Setup Automatic Numbering dialog box appears.



2. Enter the following information in the Setup Automatic Numbering dialog box.

   Next Sequential Number - Enter the next number that you want to use for the numeric portion of the Transaction ID.

   This number can be up to seven digits long.

   Alphanumberic Prefix/Suffix - Assign any Alphanumeric Prefix or Suffix in the corresponding fields.

   These are case sensitive; you should use capitals for all letters.

   Number of Decimal Digits - Enter the total number of digits in the numeric portion for the ID.

   VISUAL uses this number to generate the proper number of leading zeroes, if you select that option.

   Show Leading Zeros - If you want leading zeroes to be included in a number, select the **Show leading zeroes** check box.

   This keeps all IDs the same number of characters in length.

6. Click the **Save** button to save the changes, or the **Cancel** button to close the dialog box without saving the changes.

Setting Up the VISUAL.INI File for Auto Numbering of Deposit IDs

VISUAL offers an auxiliary tool that you can use to automatically assign the Deposit ID as the current system date. You can set the auto numbering either globally or at a specific workstation.

Place the command under the [Visual Financials] section of the VISUAL.INI file in the installation directory:

```
DateAsDepositID=Y
```

The VISUAL.INI is a Windows® program utilization file that contains configuration and option information that you can alter. Use **extreme care** when altering any .INI file! See Chapter 2 of the *Infor VISUAL Financials User's Guide* for more detailed information on Setting Up the VISUAL. INI File.

Applying Payments to Invoices

When you receive a payment from a customer, you need to apply the amount to the open invoices for that customer. VISUAL allows you to receive payment in any currency.

To apply payments to invoices:

1. Click the **Browse** button beside the Entity ID field to select an Entity ID from the list, or enter the appropriate Entity ID in the field provided.
2. Click the **Browse** button beside the Bank Account ID field to select a Bank Account ID from the list, or enter the Bank Account ID in the field provided.

   This is the Bank to which VISUAL deposits the payment.
3. Click the **Browse** button beside the Customer ID field to select a Customer ID from the list, or enter the Customer ID in the field provided.

   This identifies the customer from whom you received the payment.

   VISUAL displays a list of all open invoices and unapplied credit memos for that customer. This list appears in the detail area of the table window.
4. Click the down arrow beside the Payment Currency ID field to select a Currency ID from the list.
5. Enter the Payment ID information. For example, you can use this field to enter the number of the check received by the customer.
6. Click the down arrow beside the Payment Method field to select a payment method from the list. Choose from **BACS**, **Check**, or **Export File**. See "A/P Invoice Entry" in Chapter 25 for more information on Payment methods.
7. Click the **Calendar** button beside the Payment Date field to select the payment date, or enter the payment date in the field provided.

   This is the date of the customer check or the date from the bank acknowledgment.

   VISUAL defaults to the current system date.
8. Click the **Calendar** button beside the Posting Date field to select the posting date, or enter the posting date in the field provided.

   This is the date you want the Cash Application transaction to post to the General Ledger. VISUAL defaults to the current system date if you do not enter a date.
9. Specify the Payment Amount of the check in the Payment Amount field.

10. Click the **Browse** button to select a Deposit ID in the Deposit ID field, or specify the Deposit ID for reconciling and security purposes.

    If you leave this field blank, VISUAL generates an ID based on the **Next Number** as specified using the auto number function. If you use the **Use Date for Deposit ID** switch in the VISUAL.INI file, VISUAL applies the current system date as the Deposit ID. **This field is mandatory**.

    When you enter a Deposit ID, VISUAL checks for any previous use of the ID in conjunction with the current bank account. If the ID does not exist, VISUAL prompts you to enter a description for the deposit, then populates all related information. If VISUAL has already used the Deposit ID, and the Deposit ID has cleared the bank, VISUAL generates an error message.

    Refer to "Assigning Deposit IDs" in this chapter for more information.

    To allow for easy entry of multiple checks for one deposit, VISUAL does not clear the fields.

    You can manually override the Deposit ID field to correct errors if necessary.

    You can build a Deposit Slip Form by sequentially entering several cash receipts. Select the Deposit Entry window in Infor VISUAL Financials Cash Book to view the receipts on each deposit.

    A Cash Receipts Report is available to view accounts/deposits by customer and date.

    You can print a Deposit Slip report in detail or in summary for a specified range. See "Printing Deposit Slips" later in this chapter for more information.

11. Click the **Calendar** button beside the Deposit Date field to select a deposit date, or enter the deposit date in the field provided.

12. In the line item table of the invoice, use the scroll bar or the arrows to view the **Payment Discount Applied** column.

    Enter any discounts you want to use (in addition to those already defined in the Terms for the customer which were applied to the original invoice) for each invoice in the Discount Applied column.

    The Invoice Balance adjusts automatically when you tab out of the field and reflects the discount applied. Payments received within the discount terms automatically populate.

12. Click the **Auto Apply** toolbar button to apply the payment to the invoice automatically, or select **Edit**, **Auto Apply** from the menu. To manually apply a payment to an invoice, refer to step 13.

VISUAL applies the check on a first-in/first-out (FIFO) basis. This applies the check to the oldest invoice first. The payments applied appear in red in the **Payment** column.

VISUAL automatically populates the Account Balance field with the total amount owed by the customer.

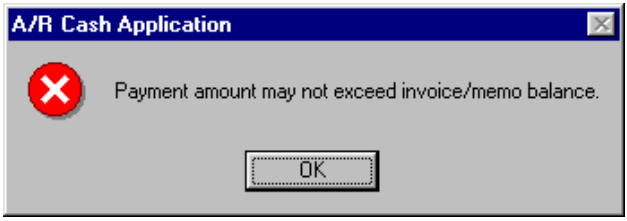
When a payment is applied, VISUAL calculates the Amount Applied and Amount Remaining fields. The Amount Applied field indicates the dollar amount that has been applied to one or more of the invoices for the selected customer. The Amount Remaining field indicates the dollar amount of payment not yet applied to the customer balance.

Click the **Clear Applications** button to undo the Auto Apply request if the calculations are incorrect (i.e. the discounts taken on auto apply are not taken by the customer).

13. To manually apply the check to an invoice, select the line that contains the invoice in the table.

    Enter the payment amount you want to apply in the Payment field.

    You can make a partial payment on an invoice, but you CANNOT overpay an individual invoice. If you attempt it, a dialog box appears, stating that the "Payment amount exceeds the invoice balance amount."



    Whenever you apply payments to an invoice, VISUAL calculates the total amount applied and displays it in the Applied field. VISUAL displays the amount remaining to be applied in the Remaining field. When you apply payments, VISUAL updates these fields. For each line item, VISUAL adjusts the Invoice Balance and reduces it by the amount of the payment applied.

14. You can enter a description for each invoice in the Reference field (providing this is not an overpayment, in which case VISUAL enters the Invoice ID it creates in this field).

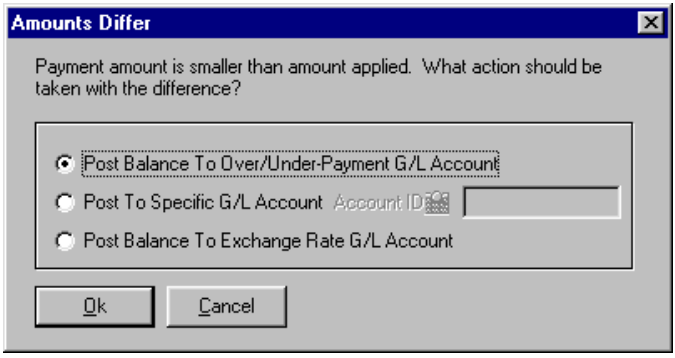
15. Review the payment information you have entered.

    You can manually adjust any payment information, even if you used Auto Apply to allow VISUAL to apply the payment.

    You can also clear all payment applications you have made to this point by clicking the **Clear Applications** button.

16. Click the **Save** toolbar button to save all of the payment information you have added to invoices.

    The amount of the customer check may exceed the total of all open invoices. When this situation occurs, The Amounts Differ dialog box appears. This dialog box allows you to specify how you want to handle the overpayment, either by creating a credit memo for the amount or posting the overpayment to an account in the ledger.


Amounts Differ
Payment amount is smaller than amount applied. What action should be taken with the difference?
Post Balance To Over/Under-Payment G/L Account
Post To Specific G/L Account
Account ID
Post Balance To Exchange Rate G/L Account
Ok
Cancel

    Refer to “Write-off Differences” in this chapter for information on this dialog box.

    The next step you must perform is to post the batch to the General Ledger. See “Posting to the General Ledger” later in this chapter.

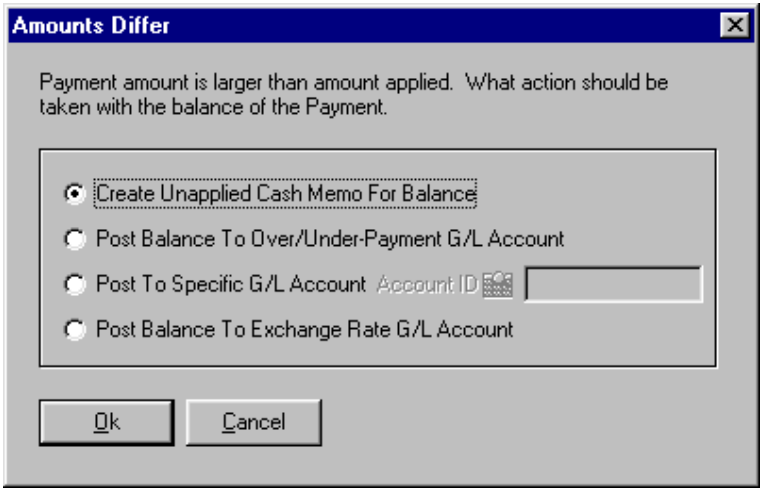
Applying Write-off Differences

Write-offs occur when you apply a currency to an invoice and a different currency to a cash receipt for payment of the shipped goods. VISUAL converts the cash currency to the invoice currency and records any difference between the rate applied to the invoice and the rate applied to cash receipts as an exchange gain or loss as required by the GAAP and IAS. The Multi-Currency write-off issues are addressed successfully because VISUAL generates the proper write-off amounts and allocates them to the appropriate default Currency ID or the G/L Interface Table Accounts.

Follow the procedures for the appropriate condition; applying an overpayment, an underpayment or a credit memo.

Applying Overpayments

VISUAL does not allow you to overpay an individual invoice; however, the customer's check may represent an overpayment of the total of all open invoices. In this case when you save the payment information, the Amounts Differ dialog box appears asking you how you want to handle the overpaid amount.


Amounts Differ
Payment amount is larger than amount applied. What action should be taken with the balance of the Payment.
Create Unapplied Cash Memo For Balance
Post Balance To Over/Under-Payment G/L Account
Post To Specific G/L Account
Account ID
Post Balance To Exchange Rate G/L Account
Ok
Cancel

1. Select one of the four choices for handling this situation.

   Create Unapplied Cash Memo for Balance - This option instructs VISUAL to create a credit memo. VISUAL automatically assigns an Invoice ID and displays it in the Reference field of the A/R Cash Application window on the line item it creates. An example would be **Posted to memo IV06674AR**. The credit memo amount appears in the Payment field of the window. The G/L Account ID field displays the account identifier of the general ledger account to which VISUAL posts the payment. You can view the credit memo on the A/R Invoice entry window and apply it to a future A/R Invoice for that customer. See "Applying Credit Memos" later in this chapter.

   Post Balance to Over/Underpayment G/L Account - This option instructs VISUAL to create a transaction that posts the overpayment to the A/R Cash Application Over/Short account defined in the G/L Account Interface Accounts table. The transaction amount appears in the Payment field for the line item created in the A/R Cash Application window. The reference field displays **Posted as over/underpayment**. The G/L Account ID field displays the account identifier of the ledger account to which VISUAL posts the account.

Post to Specific G/L Account - This option instructs VISUAL to post the overpayment to the ledger account you specify in the Account ID field. The transaction amount appears in the Payment field for the line item created in the A/R Cash Applications window. The Reference field displays **Posted directly to account**. The G/L Account ID field displays the account identifier you specified.

Post Balance to Exchange Rate G/L Account - This option instructs VISUAL to post the overpayment to the Realized Exchange Gains Account defined in the G/L Account Interface Accounts table. The transaction amount appears in the Payments field for the line item created in the A/R Cash Application window. The reference field displays Posted directly to Exchange Rate. The G/L Account ID field displays the account identifier displays the account identifier you specified.

2. Click the **Ok** button.

After you create the transaction, you must post it to the ledger by using **Edit, Post to General Ledger** from the A/R Cash Application menu.

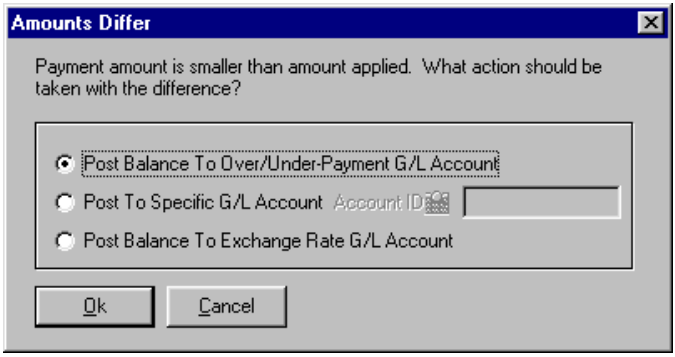
Applying Underpayments

The amount you apply to an open invoice may on occasion be larger than the amount you received. The customer, for example, may have taken an unauthorized discount. To close the invoice AND record the underpayment, refer to the following instructions.

1. With the invoice selected in the A/R Cash Application window, enter the amount of the payment in the Payment Amount field.
2. Use the scroll bar or the arrows to view the **Payment** column in the table.

   Enter the Payment amount of the **total amount owed**. If there is an underpayment, the Payment Amount field will be less than the amount entered in the **Payment** column.
3. When all necessary information is entered, click the **Save** toolbar button.

   The Amounts Differ dialog box appears.


Amounts Differ
Payment amount is smaller than amount applied. What action should be taken with the difference?
Post Balance To Over/Under-Payment G/L Account
Post To Specific G/L Account
Account ID
Post Balance To Exchange Rate G/L Account
Ok
Cancel

4. Select one of the three options.

   Post Balance to Over/Underpayment Account - This option instructs VISUAL to create a transaction that posts the underpayment to the A/R Cash Application Over/Short account defined in the G/L Account Interface Accounts table. The transaction amount appears in the Payment field for the line item created in the A/R Cash Application window. The reference field displays **Posted as over/underpayment**. The G/L Account ID field displays the account identifier of the ledger account to which VISUAL posts the account.

Post to specific G/L account - This option instructs VISUAL to post the underpayment to the ledger account you specify in the Account ID field. The transaction amount appears in the Payment field for the line item you created in the A/R Cash Applications window. The Reference field displays **Posted directly to account**. The G/L Account ID field displays the account identifier you specified.

Post Balance to Exchange Rate G/L Account - This option instructs VISUAL to post the underpayment to the Realized Exchange Losses Account defined in the G/L Account Interface Accounts table. The transaction amount appears in the Payments field for the line item created in the A/R Cash Application window. The reference field displays Posted directly to Exchange Rate. The G/L Account ID field displays the account identifier displays the account identifier you specified.

5. Click the **Ok** button.

After you create the transaction, you must post it to the ledger by using **Edit, Post to General Ledger** from the A/R Cash Application menu.

Applying Credit Memos

If you choose not to use the **Apply Credit Memo** function in the A/R Invoice Entry window, you can "pay" them in the Cash Application window. If you are not entering an actual check, you cannot use Cash Application to apply credit memos. The Cash Application function does not allow you to save a payment if the amount is zero or less.

1. Enter the Entity ID, Bank Account ID, Customer ID, Check ID, Check Date, Posting Date and amount of the check received into the respective ID fields for the customer.

   VISUAL displays all open or unapplied credit memos, along with the open invoices for the customer.

2. Select the line for the appropriate credit memo from the line item table and enter the same negative amount in the **Payment** column.

   VISUAL displays the Invoice Balance for the credit memo as zero.

3. Select the invoice or invoices that equals the amount of the credit memo that you want to apply and enter the amount or amounts you want in the invoice(s) in the **Payment** column.

   VISUAL interprets this as if the invoice amounts were paid by check.

4. If the credit memo does not exactly match the invoice, enter a partial payment to an invoice.

   This marks the credit memo and the invoices as paid, but does not create the link that would have been established if you had used the **Apply Credit Memo** function in the A/R Invoice Entry window. See "Posting to the General Ledger" later in this chapter.

5. Click the **Save** button to save the transactions.

6. Post the transactions to the General Ledger by using the **Edit**, **Post to General Ledger** menu option.

Setting/Resetting Exchange Rates

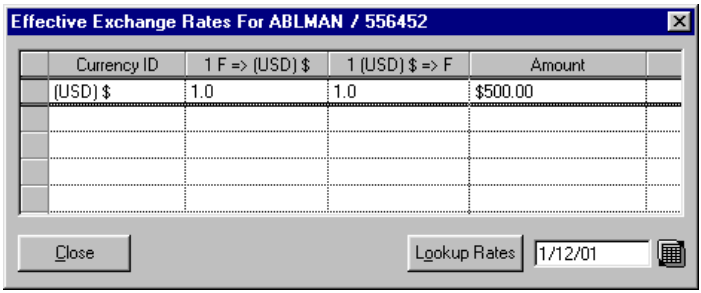
You may have customers who operate in a country with a different currency. The **Set/Reset Exchange Rates** feature allows you to set or reset a particular company's orders to be converted to become compatible with the system currency.

You can set or reset the rate as long as the invoice has NOT been posted.

To reset exchange rates:

1. Call the invoice that you want to reset the Exchange Rate into the Cash Application window by selecting either the Customer ID or the Payment ID.
2. Click the Set/Reset Exchange Rates toolbar button, or select **Edit**, **Set/Reset Exchange Rates** from the menu.

   The Reset Exchange Rates dialog box appears.



3. Click the **Calendar** button at the bottom of the dialog box to select a date to view exchange rates, or enter the date in the field provided.

   VISUAL populates the information for the currency.
4. To set the exchange rate press the **Lookup Rates** button.
5. Click the **Close** button to close the dialog box.

Redistributing Transactions

If you make any changes or revisions to an invoice, select this feature to recalculate and redistribute the transaction(s). VISUAL provides this functionality as a way to "refresh" and update the database tables. This function corrects any out-of-balance conditions. You can only apply to a previously saved unposted transaction.

If you want to apply a change, you must use the **Redistribute Transactions** option for each invoice as required.

1. Call up the unposted invoice from the A/R Invoice Entry window.
2. Make the necessary adjustment(s).
3. Click the **Save** button to save the changes.
4. With the unposted invoice open, select **File**, **Redistribute Transactions** from the menu.

   VISUAL automatically updates the distribution record (invoice) of the modifications.

   If you make changes or revisions to any Financial module, VISUAL automatically redistributes transactions when you save and are reflected across all pertinent database tables.

Sending and Receiving Infor VISUAL Enterprise/Financials Information

The **Send To** function allows you to electronically send information from an open Infor VISUAL Enterprise/Financials window to another Infor VISUAL Enterprise/Financials user. You can share elaborate work orders, schedules, purchase orders, customer orders, reports, invoices or payment information with associates that would otherwise have to either recreate the window through identical information entry or move to your workstation to view the window.

Refer to Chapter 4, "Concepts and Common Features," for more detailed information on Sending and Receiving Infor VISUAL Enterprise/Financials information.

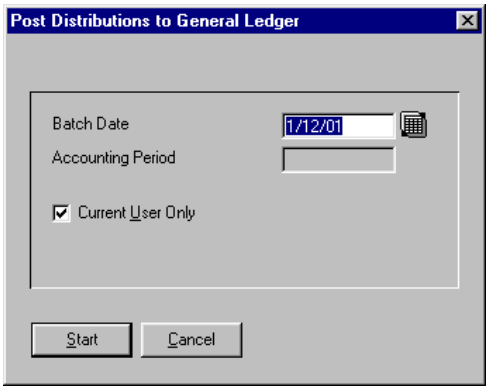
Posting to the General Ledger

After you have verified that your Cash Application entries are correct, you must post them to the General Ledger.

To post to the General Ledger:

1. Select **File, Post to G/ L** from the A/R Cash Application menu.

   The Post Distributions to General Ledger dialog box appears.



2. Click the **Calendar** button beside the Batch Date field to select a batch date, or enter the batch date in the field provided.

   When you Tab out of the field, the period and year display in the field directly beneath the date.

   The Batch Date field automatically displays the default, current system date.

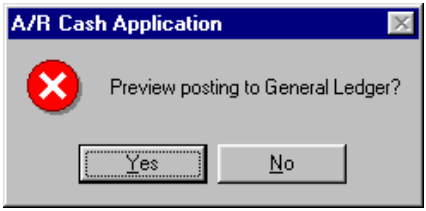
   VISUAL posts all unposted Cash Application transactions dated up to and including the Batch date.

3. Select the **Current User Only** check box to post only your cash applications.

   If you leave the box unchecked, VISUAL posts all unposted transactions that match the date criteria.

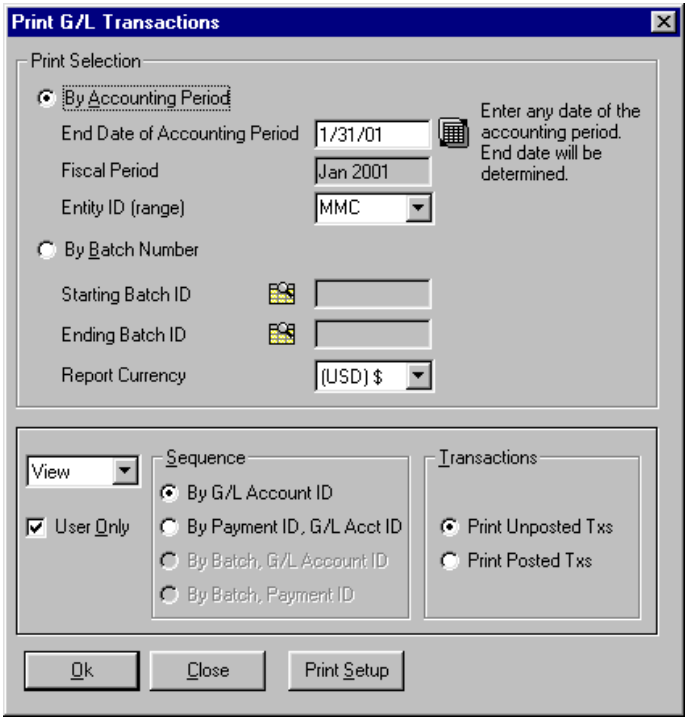
4. Click the **Start** button to begin the posting process.

   The A/R Check Maintenance dialog box appears, asking if you want to preview the posting to the General Ledger.



5. Click the **No** button to proceed with the posting without viewing, printing or outputting the transactions first. Click the **Yes** button to view the Print G/L Transactions dialog box.

   If you chose to preview the posting, the Print G/L Transactions dialog box appears.



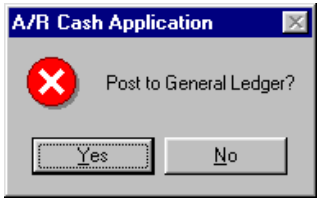
   You have several options within this dialog box. You can reference the information by sequence: by G/L Account ID; by Payment ID, G/L Account ID; by Batch, G/L Account ID; and by Batch, Payment ID. You also have the option of choosing to Print unposted txs (transactions) or Print posted txs (transactions).

   You can direct the output to the screen (View), a printer (Print) or an external file (File).

   See "Printing G/L Transactions" later in this chapter for more information on the options available in the Print G/L Transactions dialog box.

6. Click the **OK** button to view, print, or send the G/L Transactions report.

After you have completed the output, another A/R Payment Maintenance dialog box appears, asking you if you want to Post to the General Ledger.



7. Click the **Yes** button to continue and post the transactions to the General Ledger, or the **No** button to stop the process.

   If you chose to post the transactions, VISUAL informs you which accounts it posts. If VISUAL finds any errors during posting, a message appears. You can return to the A/R Cash Application window and make any corrections if necessary. If the posting is successful, a dialog box appears asking if you want to print the batches. Either way, VISUAL posts the A/R Cash Application transactions to the ledger.

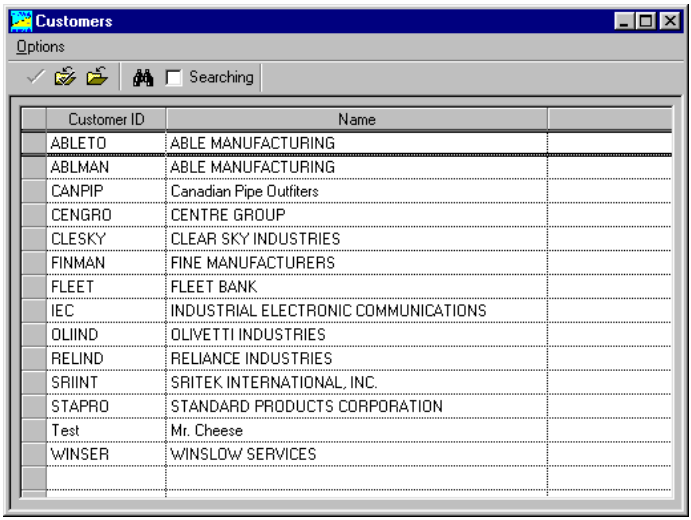
Viewing Cash Application Tables

The Cash Application tables contain detailed information on the various fields of information with which they are associated. The **Options** menu in the table window offers several features to search, refresh, edit and browse the table information. Specific information for each of the tables appear later in this chapter.

To access a table:

1. Click the appropriate **Browse** button in the A/R Cash Application window.

   The table dialog box appears. This example uses the Customer ID table.



   You can sort the table in either ascending or descending order by clicking selecting the **Options**, **Refresh Ascending/Descending** menu option, or right-clicking your mouse and selecting **Refresh Ascending/Descending** option from the menu.

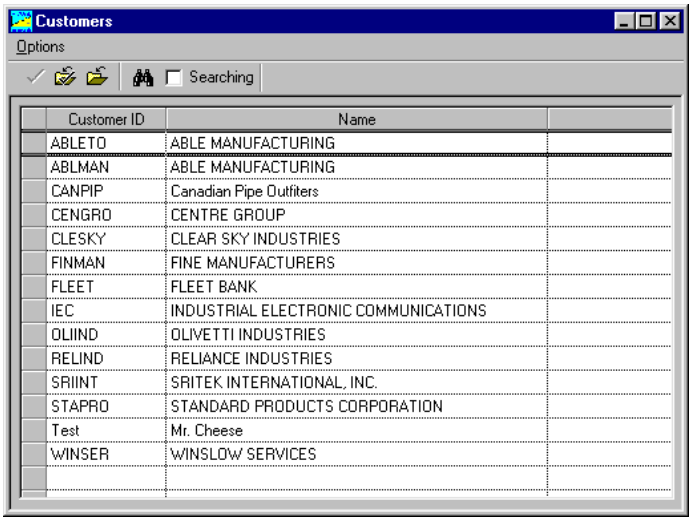
   If both numeric and alpha characters appear in the list, the numeric character appears first in the listing. If the list contains upper case characters, they appear before lower case characters. Therefore, if the vendor list contains all of these types of characters, they appear in the following order: Numbered IDs, upper case alpha characters, and lower case alpha characters.

2. Select the appropriate name from the table, then click the **OK** or **Select/Close** button.

   To close the table and return to the Cash Application window without selecting an entry, click the **Close** button.

Calling Up the Customer ID Table

You can call up the Customer Table in ID order by clicking the **Browse** button. This table displays all of the customers available for use.



Select the customer that you want by clicking the line.

Select the appropriate name from the table, then click the **OK** or **Select/Close** button.

To close the table and return to the Cash Application window without selecting an entry, click the **Close** button.

Voiding Payments

You may need to void a payment you have already entered and posted to the General Ledger. For example, you may have entered and posted a check from a customer that failed to clear the bank due to a lack of funds. Use this procedure to enter voided check transactions in the payment amounts needed.

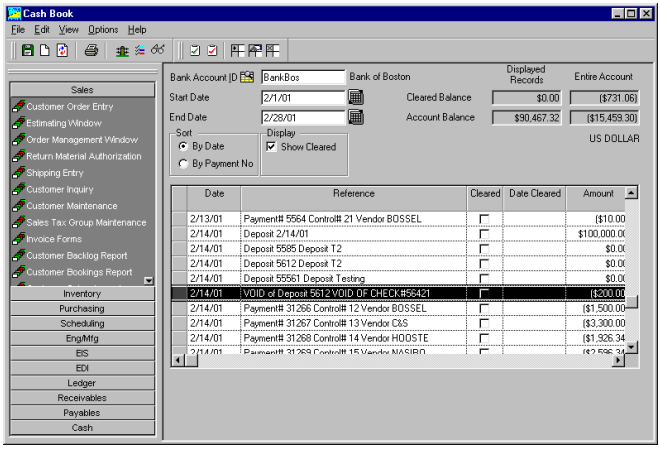
An enhancement of Financials 6.2 version allows you to void more than one check on a deposit, if necessary. When you void a payment, the original deposit transaction is left unchanged, and a separate entry is created in the Cash Book for that void. Reference numbers are applied to the original transaction and the voided transaction for accurate audit trails.

1. From the Cash Application window, click the **Browse** button beside the Payment ID field to select a payment ID from the list, or enter a payment ID in the field provided.
2. Click the **Void** check box.
3. Change the posting date to a date within the current fiscal period, if required.

   VISUAL defaults the voided transaction to the current system date, however you can choose another date if necessary.

   Click the **Calendar** button beside the Posting Date field to select a posting date, or enter the posting date in the field provided.
4. Click the **Save** toolbar button.

   VISUAL enters a separate entry for each check voided in the Cash Book, along with a reference to the original deposit transaction. VISUAL also adds a reference on the original deposit slip about the voided transaction(s).



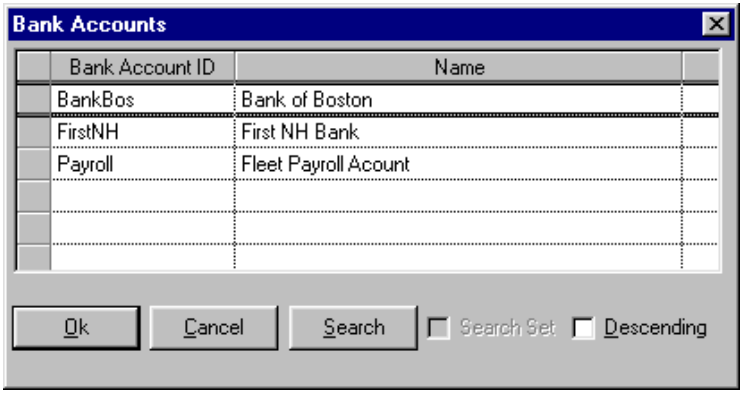
VISUAL then changes the original invoice from a paid status to an unpaid status, and recalculates the invoice for discounts, if necessary, based on the original invoice date. VISUAL also reverses any overpayments or underpayments.

5. After you void the check, use the **Post to General Ledger** feature from the **Edit** menu to post the voided transaction.

   If you have not posted the check to the General Ledger, simply click the **Void** box and save. This procedure maintains a record of the check but does not post activity to the General Ledger.

Calling Up the Bank Account ID Table

You can call up the Bank Account ID table by clicking the **Browse** button. This table displays all of the Bank Account IDs available for use.



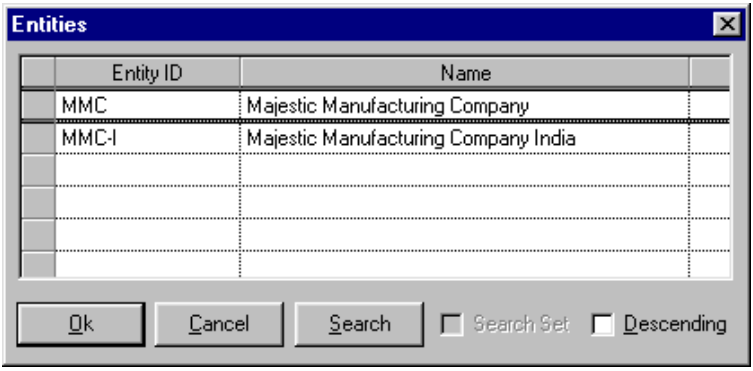
Select the bank account that you want by double-clicking the line, or selecting the account then clicking the **OK** button.

Select the **Descending** check box to view the information in descending order. Clear the box to return to ascending order.

For more information on Infor VISUAL Financials tables, refer to "Concepts & Common Features" in this manual.

Calling Up the Entity ID Table

You can call up the Entity ID table by clicking the **Browse** button. This table displays all of the Entity IDs available for use.

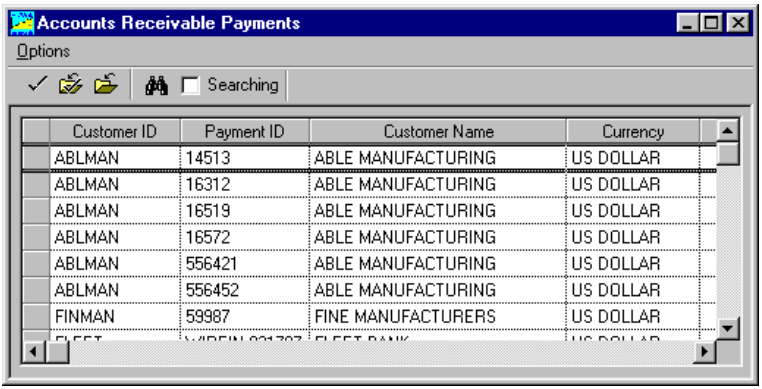


Select the entity that you want by double-clicking the line, or selecting the entity ID then clicking the OK button.

For more information on working in Infor VISUAL Financials tables, refer to “Concepts & Common Features” in this manual.

Calling Up the Payment ID Table

You can call up the Payment ID table by clicking the **Browse** button. This table shows all the payments that you entered and posted in VISUAL.

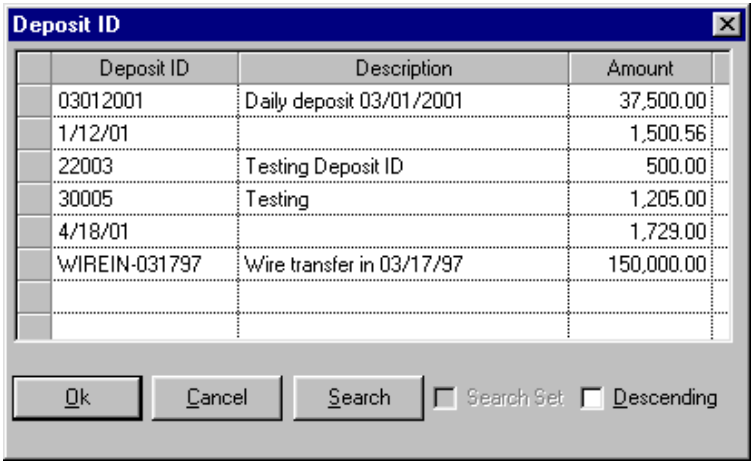


Select the payment(s) that you want by clicking the line(s).

For more information on working with Infor VISUAL Financials tables, refer to “Concepts & Common Features” in this manual.

Calling Up the Deposits Table

You can call up the Deposits Table by clicking the **Browse** button. This table shows all deposits that you entered and posted in VISUAL.



Select the deposit that you want by clicking the line.

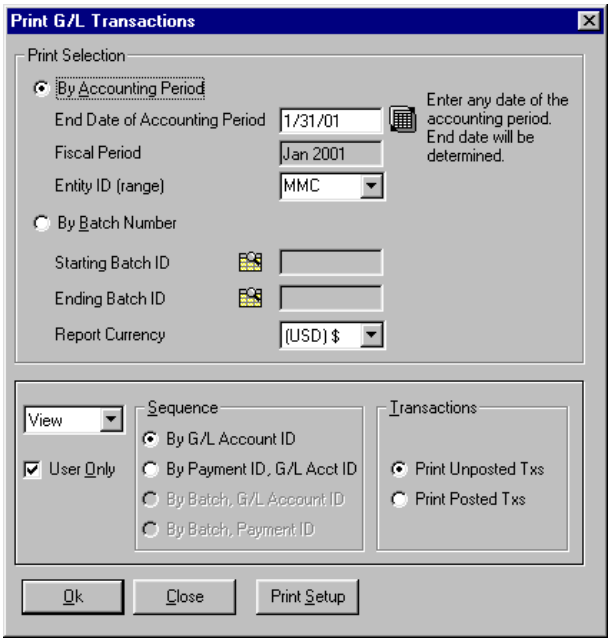
For more information on working in Infor VISUAL Financials tables, refer to “Concepts & Common Features” in this manual.

Printing the G/L Transaction Report

This report allows you to review posted transactions to date.

1. Select **File, Print G/L Transactions** from the A/R Cash Application menu.

   The Print G/L Transactions dialog box appears.



2. Click one of the two Print Selection options.

   Accounting Period - Select this option to print G/L Transactions by a specific Accounting Period.

   Batch Number - Select this option to print G/L Transactions by a specific Batch Number.

3. If you are printing **By Accounting Period**, refer to the following information.

   End Date of Accounting Period - Click the **Calendar** button to enter any date within the preferred accounting period, or enter the date of the accounting period in the field provided.

   Fiscal Period - VISUAL automatically determines the ending accounting period based on the date you enter in the End Date of Accounting Period field.

   Entity ID (range) - Click the down arrow to select an Entity ID from the list, or enter the Entity ID in the field provided.

4. If you are printing **By Batch Number**, enter the following information.

   Starting Batch ID - Click the **Browse** button to select a starting batch ID from the list, or enter the starting batch ID in the field provided.

   To print out all posted transactions, leave the Starting and Ending fields blank.

   Ending Batch ID - Click the **Browse** button to select a starting batch ID from the list, or enter the starting batch ID in the field provided.

   To print out all posted transactions, leave the Starting and Ending fields blank.

5. Click the down arrow beside the Report Currency field to select a report currency ID from the list.

6. Click the down arrow to select one of the output types from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text format) attachment through your electronic mailing system.

7. Select the **Current User Only** check box to print transactions created by the user.

   Leave the box unchecked to print all G/L transactions.

8. Select one of the four options in the **Sequence** group box.

   By G/L Account ID - Select this option to print G/L transactions by G/L Account ID.

   By Payment ID, G/L Acct ID - Select this option to print G/L transactions by payment ID, then by G/L Account ID.

   By Batch, G/L Account ID - Select this option to print G/L transactions by batch, then by G/L account ID. This option is only available if the By Batch radio button is selected.

   By Batch, Payment ID - Select this option to print G/L transactions by batch, then by payment ID. This option is only available if the By Batch radio button is selected.

9. Select one of the two options in the **Transactions** group box.

   Print Unposted Txs - Select this option to print unposted transactions.

   Print Posted Txs - Select this option to print posted transactions.

10. Click the **Print Setup** button to modify printer options.

    Click the **Cancel** button to exit the dialog box without producing the G/L Transactions report.

11. Click the **Ok** button to output the information.

    If you selected **Print** as the output, a standard Windows Print dialog box appears.

    Make the appropriate selections then click the **Ok** button.

    The G/L Transaction Report prints.

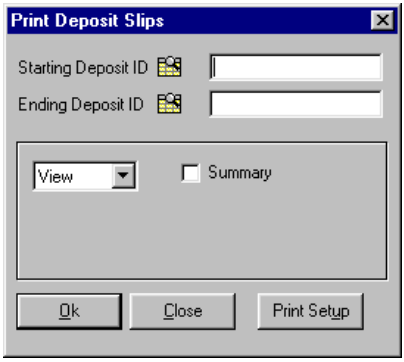
    To view an example of the G/L Transaction Report, refer to "Reports" in Appendix A.

Printing the Deposit Slips Report

This report allows you to review deposit slips.

1. Select **File**, **Print Deposit Slips** from the A/R Cash Application menu.

   The Print Deposit Slips dialog box appears.



2. Click the **Browse** button beside the Starting Deposit ID field to select a starting deposit ID from the list, or enter the starting deposit ID in the field provided.

   To print all Deposit Slips, leave the Starting and Ending fields blank.

3. Click the **Browse** button beside the Ending Deposit ID field to select an ending deposit ID from the list, or enter the ending deposit ID in the field provided.

   To print all Deposit Slips, leave the Starting and Ending fields blank.

4. Click the down arrow to select the output type from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through you electronic mail system.

5. To print a summary of deposit slips, select the **Summary** check box.

   If you want to print detail, make sure the **Summary** check box is unchecked.

6. Click the **Print Setup** button to modify printer options.

   Click the **Cancel** button to exit the dialog box without producing the Deposit Slips report.

7. Click the **Ok** button to output the information.

   If you selected **Print** as the output, a standard Windows Print dialog box appears.

   Make the appropriate selections then click the **Ok** button.

   The Deposit Slips Report prints.

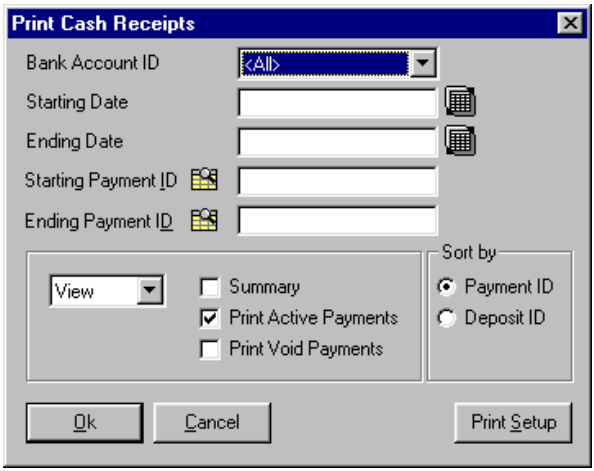
   To view an example of the Deposit Slips report, refer to “Reports” in Appendix A.

Printing the Cash Receipts Report

This report allows you to review deposit slips.

1. Select **File**, **Print Cash Receipts** from the A/R Cash Application menu.

   The Print Cash Receipts dialog box appears.



2. Click the down arrow beside the Bank Account ID to select an account ID from the list.

   You can specify one bank or select **<All>** to print all Bank Account information.

3. Click the **Calendar** button beside the Starting Date field to select a starting date, or enter the starting date in the field provided.

   To print out all Dates, leave the Starting and Ending fields blank.

4. Click the **Calendar** button beside the Ending Date field to select an Ending date, or enter the ending date in the field provided.

   To print out all Dates, leave the Starting and Ending fields blank.

5. Click the **Browse** button beside the Starting Payment ID field to select a starting payment ID from the list, or enter the starting payment ID in the field provided.

   To print out all Payment IDs, leave the Starting and Ending fields blank.

6. Click the **Browse** button beside the Ending Payment ID field to select an ending payment ID from the list, or enter the ending payment ID in the field provided.

   To print out all Payment IDs, leave the Starting and Ending fields blank.

7. Click the down arrow to select an output type from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through you electronic mail system.

8. Select one or more of the following check boxes.

   Summary - Select this check box to view a summary of the Cash Receipts report.

   Print Active Payments - Select this check box to include active payments on the report.

   Print Void Payments - Select this check box to include voided payments on the report.

   You can print the report by Summary, Active Payments only or by Voided Payments. Click the appropriate check box.

9. Select one of the options in the **Sort By** group box.

   Payment ID - Select this option to sort cash receipts by payment ID.

   Deposit ID - Select this option to sort cash receipts by deposit ID.

10. Click the Print Setup button to modify printer options.

    Click the Cancel button to exit this dialog box without producing the Cash Receipts report.

11. Click the **Ok** button to output the information.

    If you selected **Print** as the output, a standard Windows Print dialog box appears.

    Make the appropriate selections then click the **Ok** button.

    The Cash Receipts Report prints.

    To view an example of the Cash Receipts report, refer to “Reports” in Appendix A.

Chapter 22

Invoice Forms

Invoice Forms

The Invoice Forms feature allows you to print invoices before posting them to the General Ledger. Printing invoices allows you to review entries before posting occurs. Printing invoices is also a necessary step in creating A/R Invoices from shipped customer orders produced in Infor VISUAL Financials.

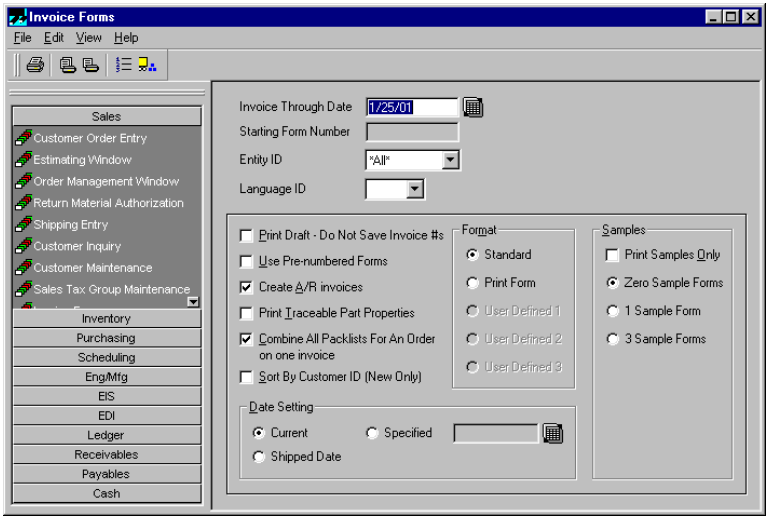
You can setup automatic numbering, edit actual freight, and customize your printing output.

Accessing Invoice Forms

The Invoice Forms window allows you to print invoices, create A/R invoices, setup automatic numbering, and edit actual freight.

Invoice Forms is accessible from the **Receivables** menu and the **Sales** menu. Select **Receivables**, **Invoice Forms** from the VISUAL main menu.

The Invoice Forms window appears.



Creating Invoices for Accounts Receivable

Accounts Receivable invoices record information about shipments made from your customer orders, how much they owe, and when payment is due. After you ship an order, you MUST create an invoice. You can immediately create an invoice as you generate shipments. VISUAL extracts the invoice information from the information supplied in Customer Order Entry.

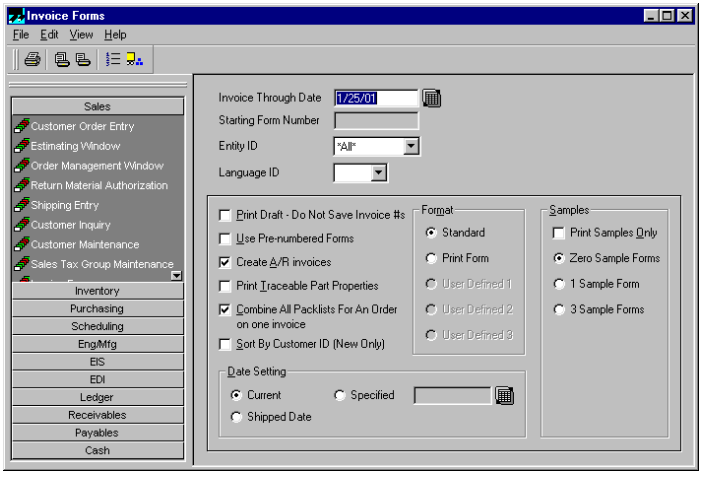
There are two methods available to produce invoices:

- **Creating an A/R Invoice from the Print Invoice Forms window** - Select this option to create an invoice from the Invoice Forms window. This option is discussed in this chapter.
- **Creating an A/R Invoice from the A/R Invoice Entry window** - Select this option to copy an invoice directly from Manufacturing. Refer to "A/R Invoice Entry" for more information on creating invoices from the A/R Invoice Entry window.

Create an A/R Invoice from the Customer Order through the Invoice Forms option.

1. Select **Receivables** or **Sales**, **Invoice Forms** from the VISUAL main menu.

   The Print Invoices window appears.



2. Enter the following information in the Print Invoices window.

   Invoice Through Date - Click the **Calendar** button to select a date, or enter the date in the field provided.

All invoices up to and including the date entered print.

Starting Form Number - If you setup Automatic Numbering, this field is not active. VISUAL automatically enters the form number.

If you do not have automatic numbering, enter the form number in the field provided.

Entity ID - Click the down arrow to select an Entity ID from the list.

Select ***All*** to print invoices for all Entities.

Language ID - If you trade internationally and have set up language forms, click the down arrow to select a Language ID from the list.

Language forms allow you to print invoices in the customer's native language. For more information, refer to "Setting Up Language Forms" in Chapter 3 of Application Global Maintenance.

3. Select any printing options that apply:

Print Draft - do not save invoice #s - Normally the Invoice Forms command saves the Invoice ID and Invoice Date with each packlist. This indicates that the packlist has been invoiced. If you just want to print invoices without marking the packlist in this way, check this option.

Use Pre-Numbered Forms - If you're using preprinted invoice forms, check this box, and enter the Starting Form Number. VISUAL produces numbers to match the forms. Otherwise, VISUAL uses auto-numbering.

Create A/R Invoices - Select this check box to automatically generate A/R invoices for each invoice printed. If this box is not checked, you will need to copy the invoices into A/R Invoice Entry.

Print Traceable Part Properties - Select this check box to print traceable part properties.

Combine All Packlists for an Order on one Invoice - If checked, all packlists for a customer order will be placed on one form.

Sort by Customer ID (new only) - If checked, VISUAL prints invoices by Customer ID. For example, with this setting VISUAL creates invoices for customer "ABLEMAN" first. Select this check box if you are printing new invoices, not if you are printing duplicates.

4. Select one of the following options to choose the type of format to print.

   Choose from **Standard**, **Print Form** (use when printing to a laser printer), and three **User Defined** options (you must define these options before they are enabled). The standard form VISUAL calls is names VMINVFRM.QRP. In order for user defined options to be available, your forms directory must contain forms named VMINVUD1.QRP, VMINVUD2.QRP, VMINVUD3.QRP, respectively.

5. Select the following in the **Samples** group box.

   Print Samples Only - If this option is checked, then only the sample forms you specify print. This is useful to assure that you can setup correctly before a large invoice run. It is also useful when designing your invoice form, to see whether all fields line up properly.

   Select from **Zero Sample Forms**, **1 Sample Form**, or **3 Sample Forms**.

6. Enter the following information in the **Date Setting** group box.

   This specifies the Invoice Date to be used for invoices.

   Current Date - The current date is used for the invoice date of all invoices printed.

   Shipped Date - The shipped date of each packlist is used for that packlist's invoice date.

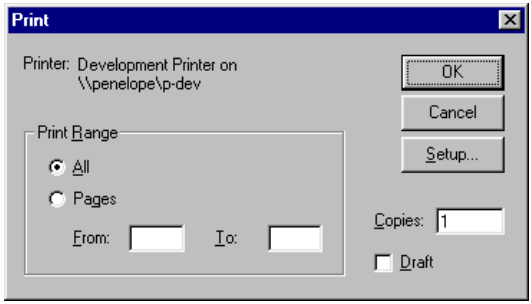
   Specified Date - Enter the date you want to be used for the invoice date of all invoices printed.

   If you select the **Specified Date** radio button, you must enter a date by clicking the **Calendar** button, or enter the specified date in the field provided.

7. Before printing your invoices, you may want to setup automatic numbering (refer to "Setting Up Auto Numbering" in this chapter), or edit actual freight (refer to "Editing Actual Freight" in this chapter).

8. To print all invoices, select the **Print** button to print invoices for all uninvoiced shipments. Separate invoice lines are produced for each line item, freight, and application tax.

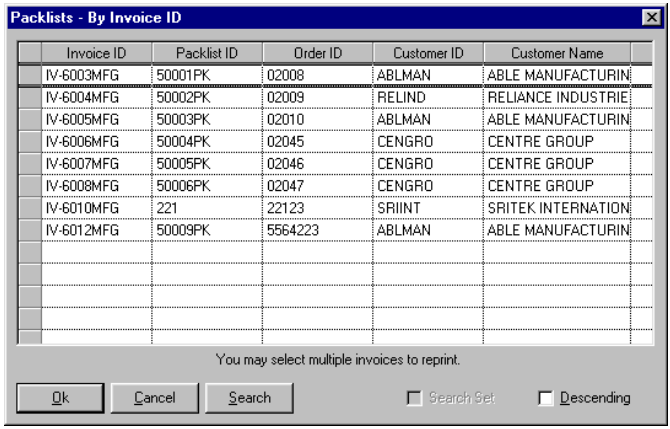
The Print dialog box appears.



Select the appropriate information then click the **OK** button to print, or the **Cancel** button to exit without printing.

9. To print duplicate invoices, select the **Print Duplicate Invoices** button to reproduce invoices that have previously been generated.

   The Packlists - By Invoice ID dialog box appears.

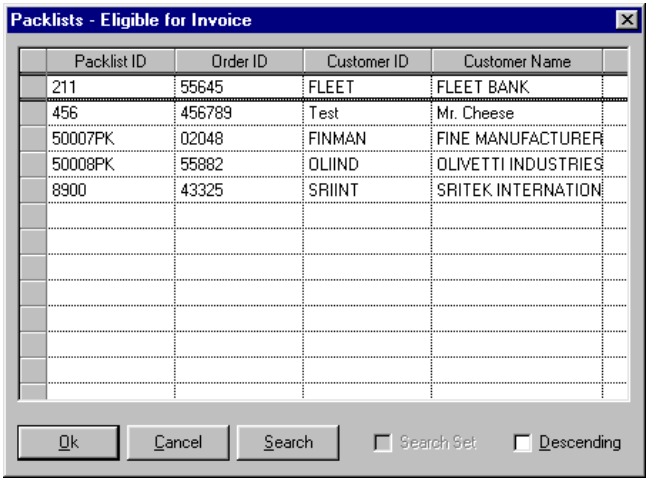

Packlists - By Invoice ID
Invoice ID | Packlist ID | Order ID | Customer ID | Customer Name
IV-6003MFG | 50001PK | 02008 | ABLMAN | ABLE MANUFACTURIN
IV-6004MFG | 50002PK | 02009 | RELIND | RELIANCE INDUSTRIE
IV-6005MFG | 50003PK | 02010 | ABLMAN | ABLE MANUFACTURIN
IV-6006MFG | 50004PK | 02045 | CENGRO | CENTRE GROUP
IV-6007MFG | 50005PK | 02046 | CENGRO | CENTRE GROUP
IV-6008MFG | 50006PK | 02047 | CENGRO | CENTRE GROUP
IV-6010MFG | 221 | 22123 | SRIINT | SRITEK INTERNATION
IV-6012MFG | 50009PK | 5564223 | ABLMAN | ABLE MANUFACTURIN
You may select multiple invoices to reprint.
Ok
Cancel
Search
Search Set
Descending

   Select the invoices you want to print using the search feature and the **Descending** option, then click the **OK** button to continue.

   Enter any information in the Print dialog box, then click the **OK** button to print the invoices.

10. To print one invoice, select the **Print Once Invoice** toolbar button.

    The Packlists - Eligible for Invoice dialog box appears.



    Select the invoices you want to print using the search feature and the **Descending** option, then click the **OK** button to continue.

    Enter any information in the Print dialog box, then click the **OK** button to print the invoices.

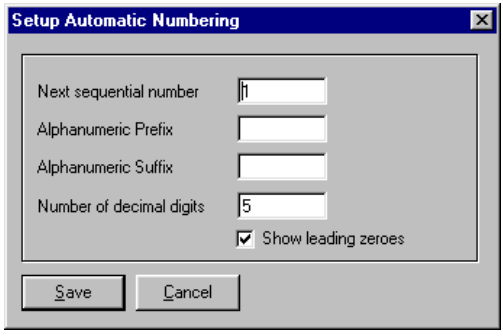
Setting Up Auto Numbering

Use Automatic Numbering to generate the Invoice IDs. Using Auto Numbering can significantly reduce keystrokes, confusion, and ensure proper control for document sequencing. Although Auto Numbering is not required, it is an extremely helpful feature. You would normally set up Automatic Numbering during implementation; however, you may activate Auto Numbering at any time.

If you want to modify your numbering scheme AFTER you have entered data into the system, you may do so using this feature; however, you cannot use duplicate numbers. If you try to assign a duplicate number, VISUAL generates a warning message and asks you to supply a different number.

1. Select **Receivables, Invoice Forms** from the VISUAL main menu.
2. Click the Setup Automatic Numbering toolbar button, or select **Edit, Auto Numbering** from the Invoice Forms menu.

   The Setup Automatic Numbering dialog box appears.



3. Enter the following information in the dialog box.

   Next Sequential Number - Enter the next Sequential Number that you want used for the numeric portion of the Invoice ID.

   This number may be up to 7 digits in length.

   Alphanumeric Prefix/Alphanumeric Suffix - Assign any alphanumeric Prefix or suffix.

   These are case sensitive; you should use capitals for all letters.

   Number of Decimal Digits - Enter the total number of digits in the numeric portion of the ID in the Number of Decimal Digits field.

   Show Leading Zeroes - If you want leading zeros to be included in a number, select the **Show Leading Zeroes** check box. Leading zeroes keep all IDs the same number of characters in length.

VISUAL uses this number to generate the proper number of leading zeros.

4. Click the **Save** button to save the changes, or **Cancel** to close the dialog box without saving the changes.

Chapter 23

Progress Billing Entry

Progress Billing Entry

Progress billing is the billing of a customer in increments for goods and/or services before the actual goods or services are available for you to deliver. For example, a customer may have contracted your company for a project that takes months to complete. The customer has agreed to pay a set amount at certain times over the life of the project, or at the completion of predetermined operations of the work order.

Progress costing is the procedure of expensing costs incrementally for goods and/or services as a result of revenue recognition taking place during progress billing.

The actions VISUAL takes at each event are subject to the agreement made between your company and the customer and are affected by accepted accounting practices. Progress Billing and Progress Costing allow you to implement almost any billing and costing scheme.

What are “Events”?

A billing *event* is a planned step that results in the creation of an invoice for presentation to the customer, and a posting to the G/L based on revenue recognition parameters that you have set up on that event.

Billing is organized as a user-defined series of events. You can define events for each customer order line item. Each line item may have virtually any number of events.

There are two mechanisms that trigger events, EVENT_DATE and MILESTONE_ID. During analysis of the event table, VISUAL compares the user-defined EVENT_DATE to the run date of the program. If the event date is less than or equal to the run date of the program, the event triggers. If the date does not trigger the event, VISUAL examines each operation of the related work order having the same Milestone ID. If all operations in the set are closed (or canceled) the event triggers. VISUAL only analyzes events that have not yet been triggered. Therefore, **if you set the triggered flag manually, VISUAL never considers the event for triggering.**

You can specify revenue recognition as either a flat amount or a percentage of the customer order line, not both. You can also define the account to be credited.

You can define the amount to bill as either a flat amount or a percentage, not both. Billing amount and revenue recognition are independent of each other.

Costing is a function of milestone completion and is associated with revenue recognition. VISUAL performs costing from the milestone and work order point of view and recognizes revenue from the event and billing point of view. It is important to note that VISUAL carries out costing (i.e., cost of goods sold based on Revenue Recognition) as milestones complete; however, billing cannot be triggered from a milestone in this circumstance. VISUAL warns you when this connection is missing.

What is a "Milestone"?

A milestone is a point in time. Typically, a milestone is the completion of a specified operation in a work order or master. Each operation of a milestone must have the Milestone ID in it. This permits the correct functioning of a multi-level work order and also permits out of sequence milestones.

How Does Billing Occur?

VISUAL carries out billing via one or more A/R invoices prepared specifically from event information. Note that the shipping of a line item automatically disables billing as a function of events. Pre-shipment invoices are only created by events if the line item ship quantity is zero.

VISUAL marks all billing invoices with the Order ID having the event(s) that triggered the prepayment invoices. This is the same for prepayments invoices; the invoice generator program needs no change to handle shipment generated invoices.

Recognizing Revenue

You can set the intervals at which your company recognizes revenue during the life of the customer order. Revenue recognition is usually tied to the recognition of costs (the ability to expense costs to cost of goods sold). You cannot recognize the cost of selling something unless you also recognize the price you paid for it. The difference is the gross profit margin of the particular sale. While your company is manufacturing an item, it is an asset whose value is continuously increasing. When you ship the item, it loses its status as an asset and becomes both revenue and the cost of delivering the item.

Long term projects often occur across accounting period boundaries. Therefore, your company is not making any money on this project while it is in process. Progress Billing allows you to obtain payment for goods while they are being created, typically by satisfying the customer's set milestones in process. When the project is completed to a specified point, the customer agrees to pay your company for the work done to that point. You can establish several milestones.

When you receive payment from the customer, you must either accept the payment as a deposit without any revenue recognition or accept it as real revenue. Accepting the payment as real revenue usually occurs only when the customer's payment is nonrefundable.

Costing

The Costing Utilities are responsible for calculating the value of all active work orders and the posting of that value as of a given point in time. Two types of postings occur for work orders: a work in process posting and a finished goods receipt posting.

Progress Billing and costing affects work in process postings based on revenue recognition.

For example, consider an operation that is associated with Milestone A. When the operation is complete (i.e., the status is closed and/or the quantity reported is at or above the end quantity of the operation), VISUAL recognizes that the cost of that operation must be expensed according to Milestone A's setup. Assume that only sequence 10 is in that milestone, and that all other operations are either in another milestone or are not associated with a milestone at all.

The posting for the finished goods receipt side of the work order includes a debit to the milestone's expense account, and a credit to the work in process account for the work order.

Ultimately, VISUAL posts all work orders to finished goods inventory. The cost of goods sold is a function of the shipment. Costs flow from work in process, to finished goods inventory, to cost of goods sold. This flow is caused by inputs to work in process such as issues and labor, then by receipts to finished goods inventory (which may be the result of a shipment), and then by shipments to the customer. Each step must take place to provide the necessary audit of the process via the manufacturing journals. This means that costs expensed from milestones are temporary in nature. When you the finally close the order after you have fully received it, VISUAL debits the value to finished goods inventory and credits from either work in process inventory or milestone expense accounts.

In almost all cases, this action is merely a re-categorization of the costs from the milestone's expense account to the cost of goods sold expense account, both part of the profit/loss statement. Only if the shipment and receipt are separated (because no line item reference was installed to the work order) can the re-categorization go from the milestone's expense account to the finished goods account, thereby crossing the boundary from the profit/loss statement back to the balance sheet.

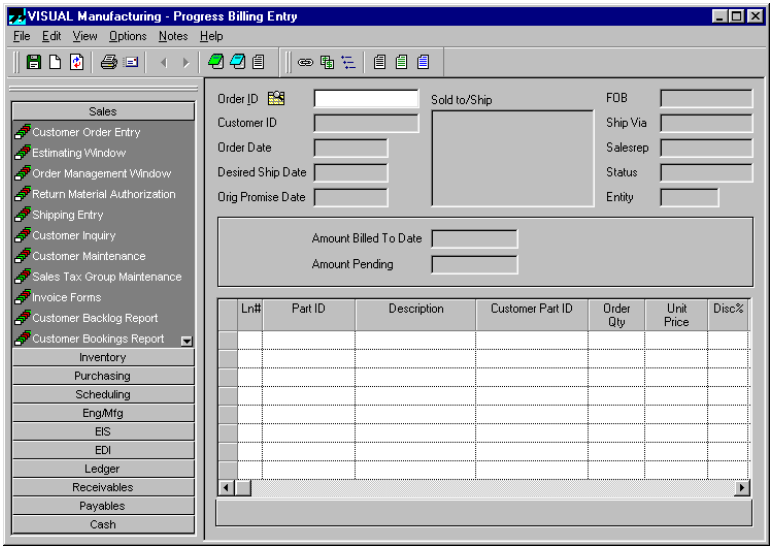
Accessing Progress Billing Entry

Progress Billing Entry is available from the Infor VISUAL Financials Main window from either the **Sales** or **Receivables** menu.

To access Progress Billing Entry in Financials:

Select **Receivables**, **Progress Billing Entry** from the VISUAL main menu.

The Progress Billing Entry window appears.



Setting Up Progress Billing Events

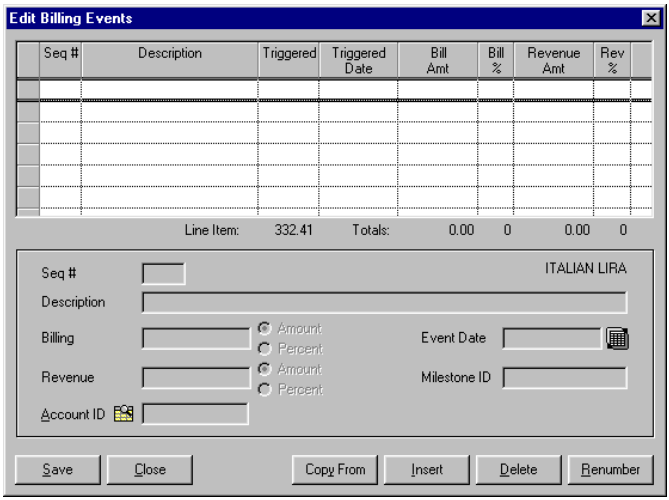
Use Progress Billing Entry to specify how and when VISUAL generates invoices for a specific customer.

1. From the Progress Billing Entry window, enter an Order ID in the Order ID field, or click the **Browse** button and select an order from the Customer Orders dialog box.

   VISUAL fills in the customer information in the window.

2. Highlight the customer order line item for which you want to specify an event, then click the **Edit Billing Events** toolbar button.

   The Edit Events dialog box appears.



3. Click the **Insert** button.

   VISUAL adds a new line to the line item table and assigns a sequence number.

   Enter your information in the fields below the table. The table reflects the information you enter.

4. Enter a description for the event in the Description field.

5. Enter the appropriate value in the Billing field.

   This is the amount that VISUAL bills the customer when the event occurs. You can specify the billing value as a dollar amount or a percentage of the entire customer order by selecting the appropriate radio button.

6. Enter the appropriate value in the Revenue field.

   This is the amount of the billing value that is realized revenue for your company. You can specify the revenue value as a dollar amount or a percentage of the billing value by selecting the appropriate radio button.

   If you do not enter a value in the Revenue field, VISUAL assumes that the entire billing amount for the event is unrealized revenue.

7. In the Account ID field, enter or select an account for the unrealized revenue.

   If you do not enter an account in this field, the account defaults to the G/L Interface table.

8. Enter a date in the Event Date field OR a Milestone ID in the Milestone ID field.

   You can trigger the progress billing by either event date or milestone, but you CANNOT have both in one event.

   Seeing “Editing Milestones” in this chapter for more information on milestones.

9. Click the **Save** button to save the new event.

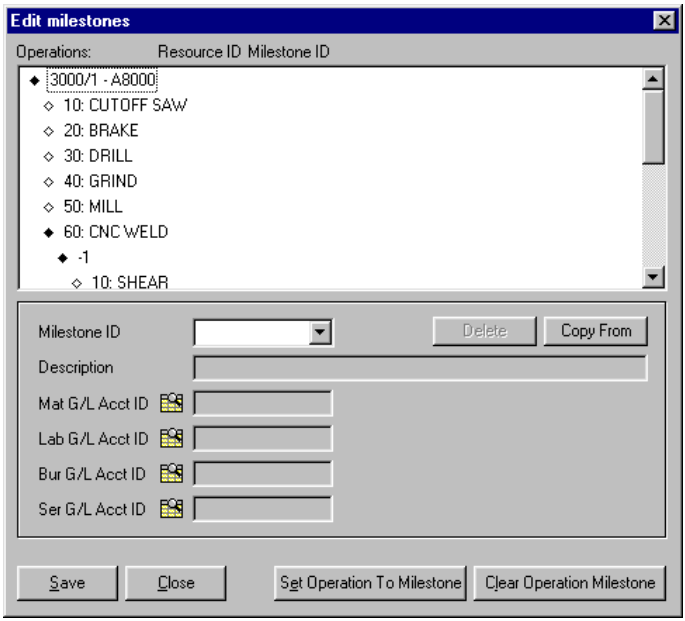
Creating Milestones

You can trigger progress billing by either event dates or milestones. A milestone is a point in time. Typically, a milestone is the completion of a given operation in a work order associated with the customer order. Each operation of a milestone must have the Milestone ID in it. This permits the correct functioning of a multi-level work order and also permits out of sequence milestones.

To create a milestone:

1. Highlight the appropriate line item in the Progress Billing Entry window.
2. Click the **Edit Milestones** toolbar button, or select **Edit**, **Milestones** from the menu.

   The Edit Milestones dialog box appears.



   The Edit Milestones dialog box contains the operations for the associated work order.

3. Select the operation you want to set as the milestone.
4. Enter an ID in the Milestone ID field, then press the **Tab** key.
5. Enter a description for the milestone in the Description field. This is an optional field.
6. Enter or select the appropriate cost accounts for material, labor, burden, and service in the appropriate account fields.

7. Click on the **Set Operation to Milestone** button.
8. Click the **Save** button.

   VISUAL saves the operation as a milestone. When the operation occurs, VISUAL triggers the event.
9. You can clear a milestone on an operation by selecting the operation that contains the milestone you want to clear, then clicking the **Clear Operation Milestone** button.
10. Use the **Copy From** and **Delete** buttons for editing milestone operations.

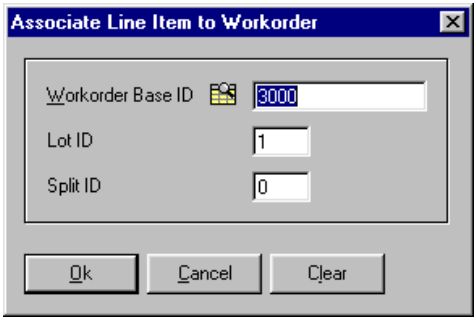
    Click the **Cancel** button to exit this dialog box without saving changes.

Associating Line Items to Work Orders

You can change or create an association between a Progress Billing line item and a work order.

1. Highlight the line for which you want to create the association.
2. Click the **Associate Line Item to Work order** toolbar button.

   The Associate Line Item to Work Order dialog box appears.



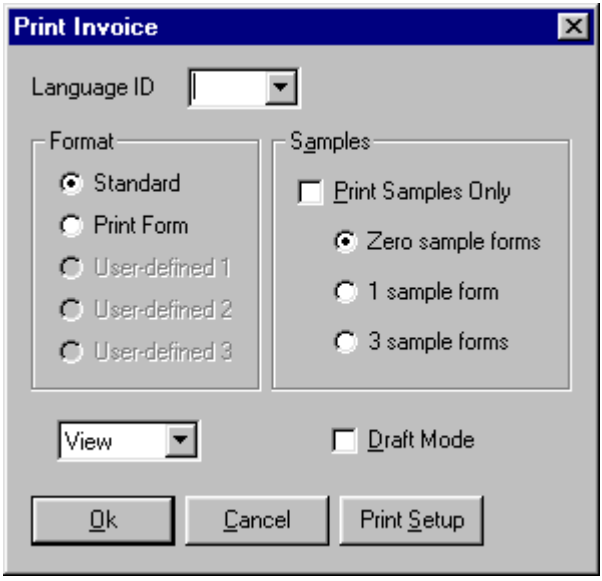
3. Click the **Browse** button beside the Workorder Base ID field to select a Base ID from the table, or enter a Base ID in the field provided.
4. Enter the correct Lot ID and Split ID in the appropriate fields.
5. Click the **OK** button to save the association.

Printing Invoices

After VISUAL triggers the event, and the specified action occurs, you can print the customer invoice for that event.

1. Click the **Print Invoices** toolbar button, or select **File, Print Invoices** from the menu.

   The Print Invoice dialog box appears.



2. If you do NOT have automatic numbering enabled on your system, you can enter a beginning form number for your invoice(s) in the Starting Form Number field.

   If you have enabled automatic numbering on your system, this field is inactive. VISUAL automatically numbers the invoice(s) for you.

3. Select the Entity ID from the Entity ID drop down box. Select **All** to print invoices from all entities.

4. If the invoice is attached to an international order, select a Language ID for the invoice.

   See Chapter 15 in the *Infor VISUAL Financials User's Manual* for more information on entering and maintaining Language IDs.

5. Select the appropriate date for printing from the **Date Setting** group box.

Current - Select this option if you want to print only the current invoice.

Event Date - Select this option if you want VISUAL to use the event date that you entered in **Edit Events** dialog as a trigger for progress billing.

Specified - Select this option if you want to print invoices for a specific date.

If you select **Specified**, use the **Calendar** icon to select a date.

6. Select the appropriate print options.

   Print Only - Do Not Save Invoice # - Select this option if you do not need to use the invoices VISUAL generated. You may not need to use them if you are using pre-numbered forms.

   Use Pre-numbered Forms - Select this option if you are using forms with preprinted invoice numbers.

   If you select this option, enter the starting form number in the Starting Form Number field.

   Use Current Exchange Rates - Select this option to have VISUAL use the latest exchange rates from Currency Exchange Rate Maintenance. See Chapter 6 for more information on creating exchange rates.

7. Select how you want VISUAL to print the report:

   Print - VISUAL presents you with standard print options after you are finished making the appropriate selections and click **Ok.**

   View - VISUAL generates the report for you to view before it prints. The report appears on your screen.

   File - VISUAL presents you with a dialog box you can use to select a file name and location to which you want the print the report.

   E-mail - Select this option to send the report in a Rich Text Format (.RTF) through electronic mail. Upon saving, a Send - Print dialog box appears that you can use to specify to whom you want to send the QRP report information. See Chapter 4 for more information.

8. Select the appropriate format radio button in the **Format** group box.

   You can select the standard QRP format, or one of three user-defined formats.

9. If necessary, select the appropriate sample options from the **Samples** group box.

   Print Samples Only - Select this option to print a sample invoice. This is helpful to check if you have set up your printer correctly for printing invoices.

   Zero Sample Forms- Select this option if you do NOT want to print any sample invoices before printing actual invoices.

   1 Sample Form - Select this option to print one sample invoice before printing actual invoices.

   3 Sample Forms - Select this option to print three sample invoices before printing actual invoices.

10. If necessary, click on the **Print Setup** button to select Print options.

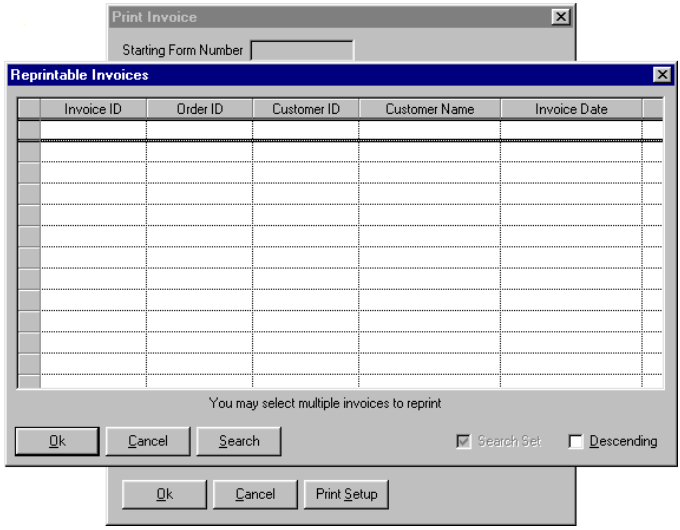
11. Click **OK** to print the invoices.

Printing Duplicate Invoices

You can print duplicate customer invoices for events.

1. Select **File**, **Print Duplicate Invoice(s)** from the menu.

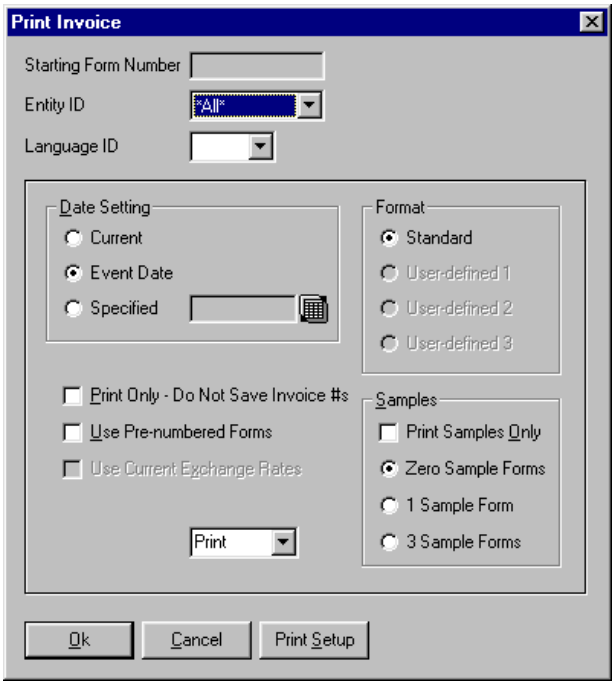
   The Print Invoice dialog box appears underneath the Reprintable Invoices dialog box.



   Invoices eligible for reprinting appear in the line item table.

2. Highlight the invoice you want to reprint and click **OK.** You can select multiple invoices.

The Print Invoices dialog box appears.



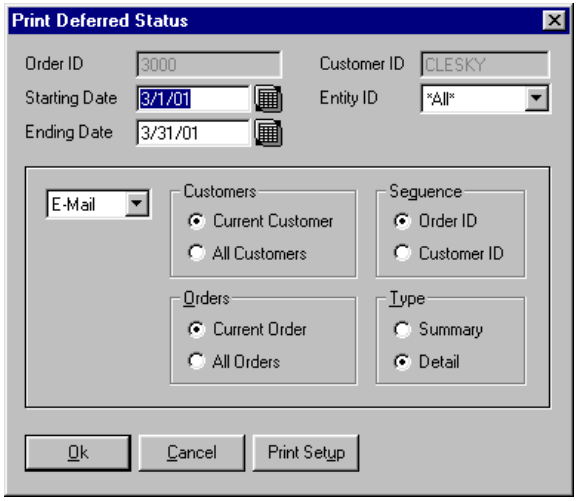
3. Enter the necessary information. See “Printing Invoices” earlier in this chapter for more information.

Printing Deferred Revenue Status Reports

You can print a detailed record or summary of a customer's deferred revenue status for an order. Use these reports to monitor customer balances and deferred amounts.

1. With the appropriate order open, select **File**, **Print Deferred Revenue Status Report** from the menu.

   The Print Deferred Status dialog box appears.



   The current Order ID and Customer ID appear unavailable at the top of the dialog box for your reference.

2. Select a Starting Date and an Ending Date for the report.
3. From the Entity ID list box, select the appropriate Entity ID.
4. Select how you want VISUAL to print the report:

   Print - VISUAL presents you with standard print options after you are finished making the appropriate selections and click **OK**.

   View - VISUAL generates the report for you to view before it prints. The report appears on your screen.

   File - VISUAL presents you with a dialog box you can use to select a file name and location to which you want the print the report.

   E-mail - Select this option to send the report in a Rich Text Format (.RTF) through electronic mail. Upon saving, a Send - Print dialog box appears that you can use to specify to whom you want to send the QRP report information. See Chapter 4 for more information.

5. Select the appropriate option from the **Customers** group box.

   Current Customers - Select this option if you want the report to include only the current customer. The current Customer ID appears at the top of the window.

   All Customers - Select this option if you want the report to include all customers.

   Select the appropriate option from the Sequence group box.

   Order ID - Select this option if you want VISUAL to sequence the report by Order ID.

   Customer ID - Select this option if you want VISUAL to sequence the report by Customer ID.

6. Select the appropriate option from the **Orders** group box. The options in this group box are unavailable if you selected **All Customers** in the Customers group box.

   Current Orders - Select this option if you want the report to include only the current order for the current customer.

   All Orders - Select this option if you want the report to include all orders for the current customer.

7. Select the appropriate option in the **Sequence** group box.

   Order ID - Select this option to output the report by Order ID.

   Customer ID - Select this option to output the report by Customer ID.

8. Select the appropriate option from the **Type** group box.

   Summary - Select this option if you want to view a summary of a customer/order deferred revenue status.

   Detail - Select this option if you want to view detailed information about a customer/order deferred revenue status.

9. Click the **Ok** button.

   If you selected **Print,** a standard print options dialog box appears. Make the necessary selections to print the report.

   If you selected **View,** the report appears on your screen for you to view before printing.

   If you selected **File,** a dialog box appears that you can use to name the file and the location to which you want VISUAL to print the report.

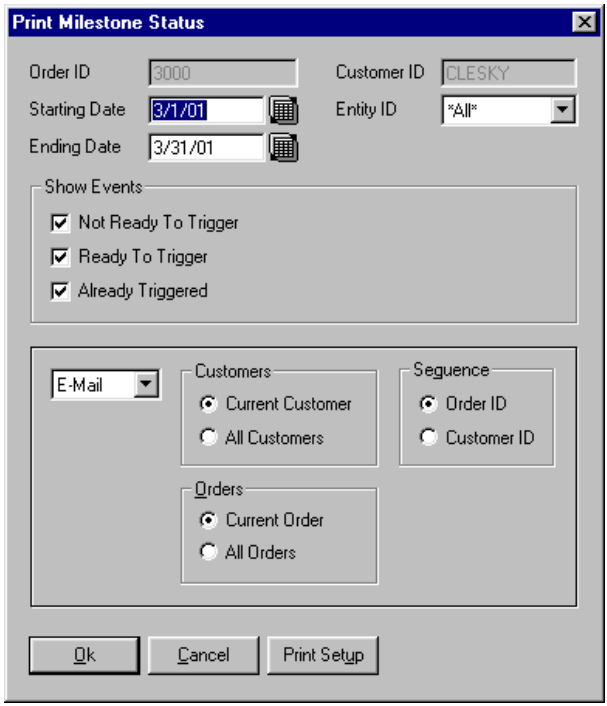
   If you selected **E-mail**, a send-print dialog box appears in which you can specify to whom you want to send the report. See Chapter 4 for more information on sending reports through electronic mail.

Printing Milestone Status Reports

You can print the status of milestones and events in customer orders. Define the content of the report by including specifying you want to include events that are not yet triggered, about to trigger, have already triggered, any combination of the previous three, or all three.

1. With the appropriate Order ID in the Order ID field, select **File**, **Print Milestone Status Report** from the menu.

   The Print Milestone Status dialog box appears.



   The current Order ID and Customer ID appear unavailable at the top of the dialog box. These are only for your reference.

2. Select a Starting Date and an Ending Date for the report.
3. From the Entity ID list box, select the appropriate Entity ID.
4. Select the events you want VISUAL to print on the report in the **Show Events** group box.

   Not Ready to Trigger - Select this option if you want VISUAL to print those events that are not ready to trigger.

   Ready to Trigger - Select this option if you want VISUAL to print those events that are ready to trigger.

Al**ready Triggered** - Select this option if you want VISUAL to print those events that have already triggered.

5. Select how you want VISUAL to print the report:

   Print - VISUAL presents you with standard print options after you are finished making the appropriate selections and click **Ok.**

   View - VISUAL generates the report for you to view before it prints. The report appears on your screen.

   File - VISUAL presents you with a dialog box you can use to select a file name and location to which you want the print the report.

   E-mail - Select this option to send the report in a Rich Text Format (.RTF) through electronic mail. Upon saving, a Send - Print dialog box appears that you can use to specify to whom you want to send the QRP report information. See Chapter 4 for more information.

6. Select the appropriate option from the **Customer** group box.

   Current Customers - Select this option if you want the report to include only the current customer. The current Customer ID appears at the top of the window.

   All Customers - Select this option if you want the report to include all customers.

7. Select the appropriate option from the **Sequence** group box.

   Order ID - Select this option if you want VISUAL to sequence the report by Order ID.

   Customer ID - Select this option if you want VISUAL to sequence the report by Customer ID.

8. Select the appropriate option from the **Orders** group box. The options in this group box are unavailable if you selected **All Customers** in the Customers group box.

   Current Orders - Select this option if you want the report to include only the current order for the current customer.

   All Orders - Select this option if you want the report to include all orders for the current customer.

9. Click the **Ok** button.

   If you selected **Print,** a standard print options dialog box appears. Make the necessary selections to print the report.

   If you selected **View,** the report appears on your screen for you to view before printing.

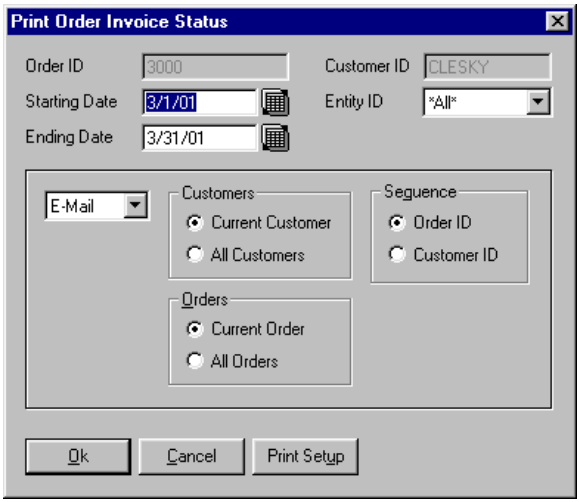
   If you selected **File,** a dialog box appears that you can use to name the file and the location to which you want VISUAL to print the report.

Printing Order Invoice Status Reports

You can print the status of one customer order invoice or all customer order invoices.

1. With the appropriate order open, select **File**, **Print Order Invoice Status Report** from the menu.

   The Print Order Invoice Status dialog box appears.



   The current Order ID and Customer ID appear unavailable at the top of the dialog box. These are only for your reference.

2. Select a Starting Date and an Ending Date for the report.
3. From the Entity ID list box, select the appropriate Entity ID.
4. Select how you want VISUAL to print the report:

   Print - VISUAL presents you with standard print options after you are finished making the appropriate selections and click **Ok.**

   View - VISUAL generates the report for you to view before it prints. The report appears on your screen.

   File - VISUAL presents you with a dialog box you can use to select a file name and location to which you want the print the report.

   E-mail - Select this option to send the report in a Rich Text Format (.RTF) through electronic mail. Upon saving, a Send - Print dialog box appears that you can use to specify to whom you want to send the QRP report information. See Chapter 4 for more information.

5. Select the appropriate option from the **Customers** group box.

   Current Customers - Select this option if you want the report to include only the current customer. The current Customer ID appears at the top of the window.

   All Customers - Select this option if you want the report to include all customers.

6. Select the appropriate option from the **Sequence** group box.

   Order ID - Select this option if you want VISUAL to sequence the report by Order ID.

   Customer ID - Select this option if you want VISUAL to sequence the report by Customer ID.

7. Select the appropriate option from the **Orders** group box. The options in this group box are unavailable if you selected **All Customers** in the Customers group box.

   Current Orders - Select this option if you want the report to include only the current order for the current customer.

   All Orders - Select this option if you want the report to include all orders for the current customer.

8. Click the **Ok** button.

   If you selected **Print,** a standard print options dialog box appears. Make the necessary selections to print the report.

   If you selected **View,** the report appears on your screen for you to view before printing.

   If you selected **File,** a dialog box appears that you can use to name the file and the location to which you want VISUAL to print the report.

Print Formats

The following QRP files apply to Progress Billing Entry Reports:

VMPBCRP1.QRP

VMPBCRP2.QRP

VMPBCRP3.QRP

You can override these report formats. See Chapter 5 in the *VISUAL Manufaturing User's Guide* for more information on Report Format File Overrides.

Viewing & Adding Specifications

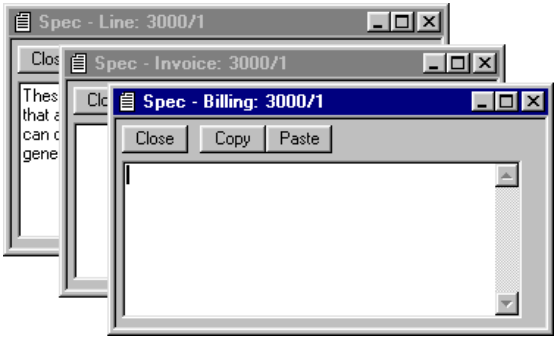
You can view and add Line Specs, Invoice Specs, and Billing Specs in Progress Billing Entry.

To add or view specifications for customer order line items in Progress Billing, select the line and click the **Line Specs** button.

To add or view invoice specifications for customer order line numbers in Progress Billing, select the line and click the **Invoice Specs** button.

To add or view billing specifications for customer order line numbers in Progress Billing, select the line and click the **Billing Specs** button.

For more information on adding specifications, see "Using Specifications and Notations" in Chapter 4.



Sending and Receiving Progress Billing and Costing Information

Send information from the Progress Billing window to other Infor VISUAL Financials users with the same database or access to the same database. For a full explanation of sending and receiving Progress Billing Entry information through electronic mail in the form of Infor VISUAL Financials .VMX Files, see Chapter 4.

From the **File** menu, select **Send To** or click the **Send To** button on the toolbar.

The Send dialog box appears. See Chapter 4 for more information.

Chapter 24

Receivable Inquiry

Accounts Receivable Inquiry

The Infor VISUAL Financials Accounts Receivable Inquiry system provides you with detailed information vital to the effective management of your business concerning your customers transactions. Information from entries in the Accounts Receivable module create the base. The Accounts Receivable module stores and processes information about monies owed to your company.

Use this module to match-up payments against invoices and to identify possible exchange differences. The module enables you to further analyze customer orders, aged debts, and to view monthly summary information. You can elect to view the pertinent information by individual customer or by its entirety. You can also request the information to display in any currency you have set up within the system, including System, Tracking or Native Currency (system, customer, transaction or tracking).

Starting Accounts Receivable Inquiry

The Accounts Receivable Inquiry program displays customer details. When you select Accounts Receivable Inquiry, VISUAL activates the window with the entity information as set in manufacturing Application Global Maintenance. See manufacturing Application Global Maintenance for more information.

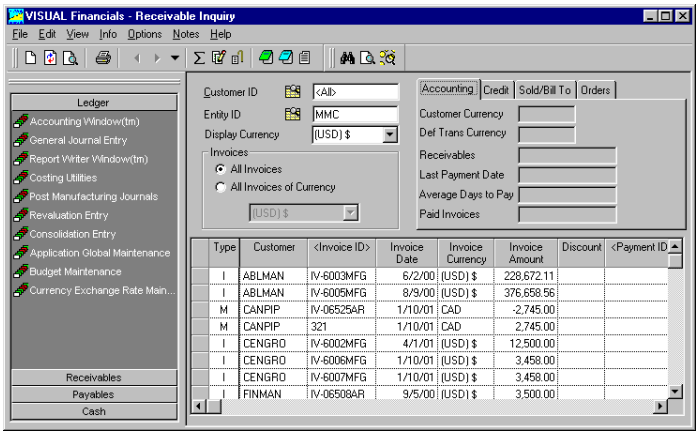
The Accounts Receivable Inquiry program uses the top portion of the window to display summary information and the bottom portion for invoices, credit notes and payments. Invoices and unallocated credits appear on the left side in black while allocated payments and credits appear on the right side. For easy identification, the payments appear in blue and the credit notes appear in magenta.

A/R Inquiry is available from the Receivables menu.

To open the A/R Inquiry window:

1. Select **Receivables**, **Receivable Inquiry** from the VISUAL main menu.

   The A/R Inquiry window appears.



   The A/R Inquiry window contains both entry fields and action buttons.

2. Enter the following information in the Receivable Inquiry window.

   Customer ID - Click the **Browse** button to select a customer from the table, or enter the customer ID in the field provided.

   VISUAL defaults to **<All>**, selecting all the customers in the database.

   Entity ID - If necessary, click the **Browse** button to select an Entity ID from the list, or enter the Entity ID in the field provided.

Display Currency - Click the down arrow to select the currency ID, or enter the currency ID in the field provided.

If you are viewing closed items the invoice and the allocated payment / credit may be at different exchange rates, therefore VISUAL calculates and displays an exchange difference.

3. Enter the following information in the **Invoices** group box.

   All invoices - Select this option to include all invoices regardless of currency.

   All invoices of Currency - Select this option to include all invoices of the specific currency only.

   VISUAL populates the fields with the pertinent information for the requested vendor invoice.

   If you select all invoices, you should also verify and/or select the currency of the requested vendor invoices.

4. Click the **Search** toolbar button to search the table results for specific attributes.

   There are two columns that VISUAL enables you to search; the Invoice ID column and the Payment ID column. Simply double-click the column header to display the corresponding list. When you choose from the list, the associated information displays automatically. Select the further defining sort selections to display only the items wanted.

5. Click the row header to highlight the row that you want invoice details.

6. Click the **Invoice details** button to display specific details of an invoice.

7. Click the row header to highlight the row.

8. Click the **Payment details** toolbar button to display specific details of a payment.

9. To enter Customer Notes information to your inquiry click the **Customer Notes** toolbar button, or press the **Shift** + **F7** key.

   See “Adding Notes/Specifications” later in this chapter.

10. To enter Invoice Notes information to your inquiry click the **Invoice Notes** button or press the **F7** key.

    See “Adding Notes/Specifications” later in this chapter.

11. To enter Invoice Specs information to your inquiry, click the **Invoice Specifications** toolbar button or press the **F6** key.

    See “Adding Notes/Specifications” later in this chapter.

12. To view the next customer ID, click the **Next Customer ID** toolbar buttons.

    To view the next or previous customer ID in the set, click the **Previous Customer ID in Set**, or **Next Customer ID** in Set toolbar buttons.

Selecting Viewing Options

Determine the transactions that you want to display using the options found under the **View** menu. Use this feature to track open invoices/items, invoices paid this period, all paid invoices and invoices that are partly paid or allocated. VISUAL displays a list of transactions pertinent to the selected customer.

Select **View**, **Open Items** from the Receivable Inquiry window.

VISUAL populates only the open items that pertain to the specified criteria. These should include invoices not yet fully paid, credit notes not allocated and cash not allocated.

OR Select **Closed this period** from the View menu of the Receivable Inquiry window.

VISUAL populates the invoices fully paid this period.

OR Select **View**, **Closed all** from the Receivable Inquiry window.

VISUAL populates all of the invoices fully paid since the account was opened.

OR Select **View**, **Part paid/allocated** from the Receivable Inquiry window.

VISUAL populates all of the invoices where the total amount is greater than the paid amount.

To display more detailed allocation information, highlight the line on the A/R Inquiry table that you want to view, then click the **Invoice detail** button or the **Payment details** button.

VISUAL populates the window with the following transaction detail information in column format. Refer to the following column descriptions when viewing this table.

Type - I = Invoice, M = Credit Note, U = Unallocated cash

Customer - Customer ID

Invoice ID - Invoice ID - as entered or generated by the system.

Invoice Date - Date given when invoice entered/created.

Invoice Currency - Native currency of the invoice transaction.

Invoice Amount - Total invoice amount converted according to your selection.

Discount - Discount given on this invoice.

Payment ID - Customer's check number.

Payment Date - Date given when payment entered.

Payment Currency - Native currency of the payment transaction.

Payment Applied - Amount allocated to invoice in accordance with the display currency.

Balance - Amount outstanding on the invoice.

Exchange Difference - Payment Amount - Invoice Amount (system currency).

Invoice Rate 1F=>S - Exchange rate applicable on invoice date.

Payment Rate => 1FtoS - Exchange rate applicable on payment date.

Full Payment Amount - Total payment amount. If the amount is greater than the payment amount, payment has been used to pay more than 1 invoice or unallocated cash has been created.

Payment or Credit Note - Indicates whether the amount was a payment, or a credit note.

Invoice Notes - If invoice notes exist for this detail line, VISUAL automatically selects the appropriate check box.

Collection Notes - If collection notes exist for this detail line, VISUAL automatically selects the appropriate check box.

Invoice Specs - If invoice specifications exist for this detail line, VISUAL automatically selects the appropriate check box.

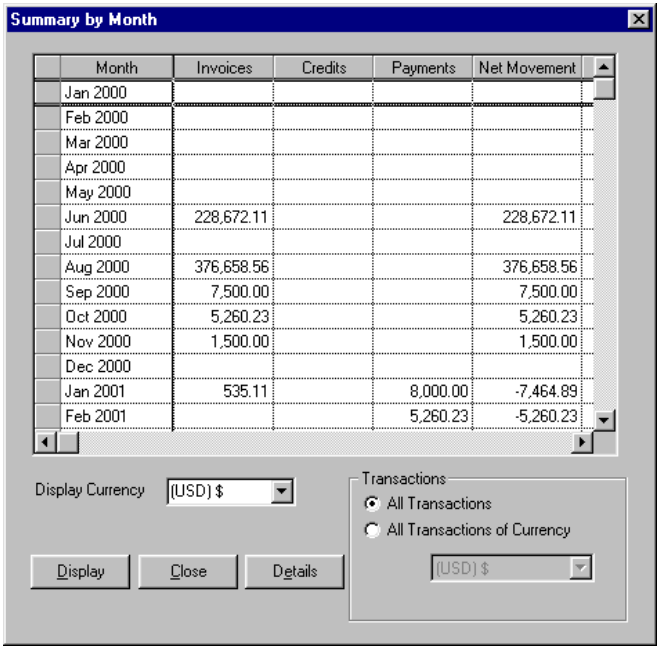
Selecting Info Options

VISUAL offers three functional modules to further detail your customer information: Summary By Month, Customer Orders, and Aging. You can use these options for individual customers or for all customers.

Summary By Month

1. Click the **Browse** button beside the Customer ID field to enter a customer in the Receivable Inquiry window, or enter the Customer ID in the field provided.
2. Click the **Summary** toolbar button, or select **Info**, **Summary** from the menu.

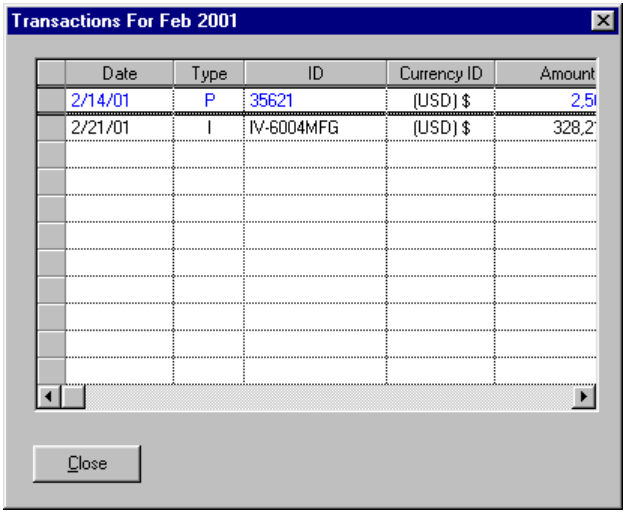
   The Summary By Month dialog box appears.



   The (Monthly) Summary tracks the financial calendar and then totals the invoices, credits and payments for each period.

3. Highlight a period and click the **Display** button to populate the period totals.

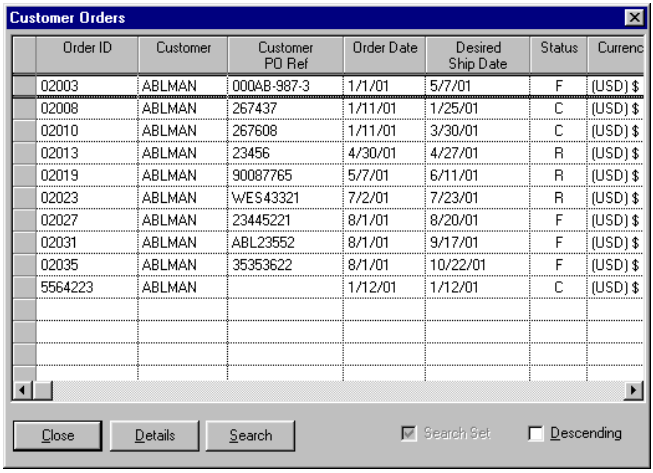
4. Highlight a period and click the **Details** button to display transaction details for that period in date order.



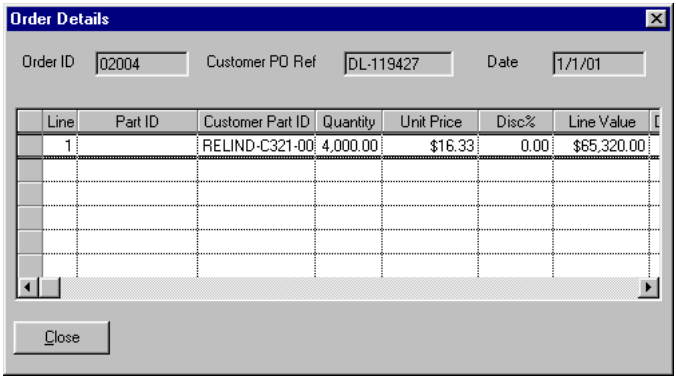
Customer Orders

1. Click the **Browse** button beside the Customer ID field to enter a customer in the Receivable Inquiry window, or enter the Customer ID in the field provided.
2. Click the **Orders** toolbar button, or select **Info**, **Orders** from the menu.

   The Customer Orders dialog box appears.


Customer Orders
Order ID
Customer
Customer PO Ref
Order Date
Desired Ship Date
Status
Currenc
02003 ABLMAN 000AB-987-3 1/1/01 5/7/01 F (USD) $
02008 ABLMAN 267437 1/11/01 1/25/01 C (USD) $
02010 ABLMAN 267608 1/11/01 3/30/01 C (USD) $
02013 ABLMAN 23456 4/30/01 4/27/01 R (USD) $
02019 ABLMAN 90087765 5/7/01 6/11/01 R (USD) $
02023 ABLMAN WES43321 7/2/01 7/23/01 R (USD) $
02027 ABLMAN 23445221 8/1/01 8/20/01 F (USD) $
02031 ABLMAN ABL23552 8/1/01 9/17/01 F (USD) $
02035 ABLMAN 35353622 8/1/01 10/22/01 F (USD) $
5564223 ABLMAN 1/12/01 1/12/01 C (USD) $
Close
Details
Search
Search Set
Descending

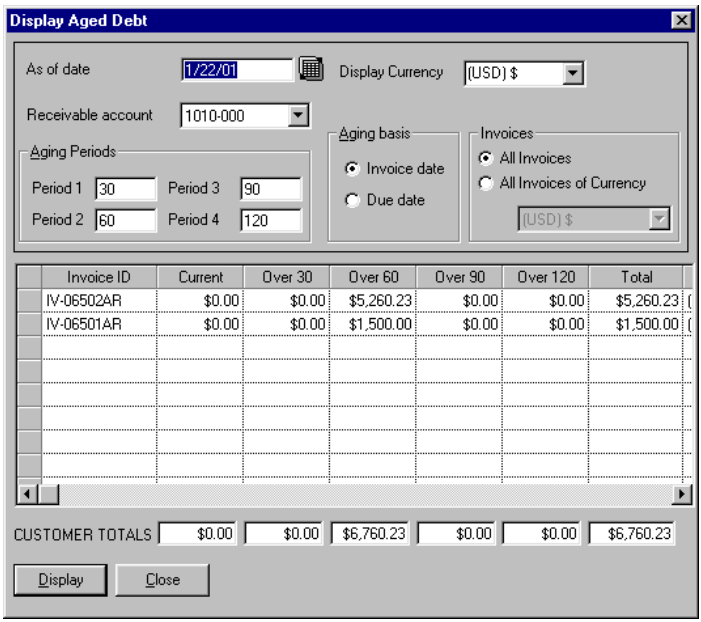
The (Customer) Orders module shows a history of orders, by individual customer or by all customers. Highlight an order and click the **Details** button to view transaction details for that period in date order.



Aging

1. Click the **Browse** button beside the Customer ID field to enter a customer in the Receivable Inquiry window, or enter the Customer ID in the field provided.
2. Click the **Aging** toolbar button, or select **Info**, **Aging** from the menu.

   The Display Aged Debt dialog box appears.



The Aging (Display Aged Debt) tracks the aging analysis for any selected customer or for all receivables. The default periods of 30, 60, 90 and 120 days can be edited as necessary. The receivable account defaults to the account as set in the G/L Interface Table, the aging basis is computed by invoice date and in the initial display currency defaults to system currency. You can overwrite any of these options to re-display the aging details by over typing the appropriate entries and then pressing the **Display** button.

Configuring Line Item Tables

Receivable Inquiry in Infor VISUAL Financials offers line item tables that are user configurable.

Resizing Columns

To change the size of a table column, place the pointer on the separator between two column headings. The cursor changes to a double-arrow with a vertical line, indicating movement of the divider between the columns. Hold down the left mouse button and drag horizontally, changing the size of the column to the left. Release the mouse button to finish the operation.

Showing/Hiding and Renaming Columns

To show or hide columns, or rename them, select **Configure Line Item Table** from the Options menu. The table contains a line for each column that can be shown in the table. The Column Name shown is the internal VISUAL column name and begins with the letters col. The name is usually close to the column's function and/or title.

The attribute column controls the visibility of the columns, showing Visible or Hidden. The Title column shows the text that appears in the column header. To show or hide columns, select their row and click on **Make Visible** or **Make Hidden**. You can use **Select All** or **Deselect All** if you want to show or hide most of the columns at once.

To modify column titles, modify the text in the Title field for the column. You can use the @ sign in titles to indicate a line break, to specify titles to appear on multiple lines.

Click on **Ok** to complete the operation. Note that this also saves the current column sizes and positions.

Be careful not to hide any columns that are required by the program. If this happens, VISUAL gives you the normal error message that a field needs an entry when you try to use the application.

Table configurations are saved in .INI files named in the same way as program files. For example, Accounts Receivable Entry table settings are saved in VFARCENQ.INI. These files are stored in the workstation's executable directory or user defined default directory, therefore they are specific to that workstation. This allows individual users to customize the tables to their own preferences.

Working with Notations

Notations (notes, for short) are free form text used exclusively for internal documentation purposes. Although they are associated with the customer order in much the same way as specs, they are fundamentally different:

- ❒ Notes are designed exclusively for the internal use of your business. They are NOT included on any outgoing paperwork.
- ❒ Individual note entries are automatically date/time stamped, and maintained as separate entries. You can scroll through the notes attached to an invoice or customer for histories of information. This is different from specs, where you can modify the entire block of text at any point as a single object.

All notations in Infor VISUAL Financials function in the same way.

There are four types of notes that work with the A/R Inquiry window:

- ❒ Customer Notes
- ❒ Invoice Notes
- ❒ Customer Collection Notes
- ❒ Invoice Collection Notes

The customer notes and invoice notes work in basically the same way. The difference between them is that customer notes reference the general customer notes data, whereas invoice notes are tied to the A/R invoice.

The customer collection notes and invoice collection notes are available to record, as a permanent record, invoice collection discussions between the department and the customer. A Schedule option is available to allow for the scheduling of payments for invoices including the Due dates and Invoice amounts.

Customer Notes are running notes associated with the current Customer ID attached to the A/R invoice. The notes can be used for internal dialogs regarding the customer. Customer notes are NOT linked to any A/R invoice, but to the current customer. If no customer is selected, the Customer Notes are not active. Customer Notes are accessed by pressing the **Customer Notes** button on the A/R Invoice Entry window, or by selecting the **Customer Notations** option from the Notes menu.

Invoice Notes are associated with the invoice as a whole. You can use them for internal information concerning this particular invoice. Invoice Notes are accessed by pressing the **Invoice Notes** button on the A/R Invoice Entry window, or by selecting the **Invoice Notations** option from the Notes menu.

Customer Collection Notes are associated with the invoice for use in collections. You can use the notes for reviewing and updating unpaid

invoice collection diary notes. Use this feature to document and track for easy recall related collection discussions/conversations with the customer. Additional features include the availability to make your selection of the invoice in Ascending or Descending order, re-sizing current columns for best-fitting your data. When you select the <All> , the currency list box becomes available to select which currency to display in the table. If a currency is selected only customer invoices with the selected currency will be displayed. Column heading mouse clicks replace the radio buttons previously used for sorting. The **Descending** check box has been replaced with column heading mouse clicks. A single click on a column heading will sort the table in ascending order, while a second single click the column heading will change the sort to descending order. A double click on a column heading will re-size the column to best fit the data. VISUAL also grants access to the various notation types from this window.

Invoice Collection Notes are associated with the customer invoice for use in tracking specific issues that relate to collection efforts of a particular invoice. You can then establish a payment schedule for unpaid invoices. Additional features include the availability to make your selection of the invoice in Ascending or Descending order, re-sizing current columns for best-fitting your data, and an "<All>" choice was added to the Customer ID list box to replace the "All Customers" check box. When this option is chosen the currency list box becomes available to select which currency is wanted. Column heading mouse clicks replace the radio buttons previously used for sorting. A single click on a column heading will sort the table in that column in ascending order, while a second single click the column heading will change the sort to descending order. A double click on a column heading will re-size the column to best fit the data. VISUAL also grants access to the various notation types from this window.

Showing Multiple Notations & Specifications Windows

You can have multiple notations and specifications windows open at the same time. For example, you can simultaneously show Invoice Notations, Customer Notations, and Order Specifications.

There are two options available to manage the display of these windows; tiling and cascading and both available from the Notes menu.

Tiling Notations/Specifications

VISUAL stacks all open notation and specification windows vertically on the right side of the screen, so that each window is fully uncovered. This is useful if you have a higher resolution display, because it allows you to use all of the screen space.

Cascading Notations/Specifications

Cascading is described as stacking all open notation and specification windows one on top of the other, each one shifted down and to the right. You can see the title bar on each window. To access a window, click on its title bar to move it to the front. Use this option when you have a small screen.

Resizing Notations/Specifications

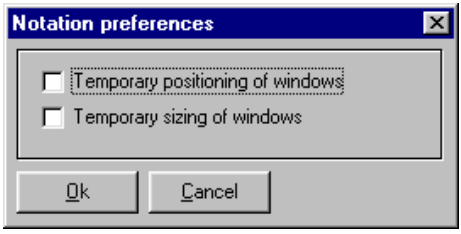
You can resize Notation windows to any size. The test portion of the window grows or shrinks in both directions.

Notation Preferences

Notation preferences are associated with the positioning of the notation windows for use in the temporary positioning and sizing of the notation windows.

1. You can access the option by selecting **Notes**, **Notation preferences...** from the menu.

   The Notation preference dialog box appears.



2. You have two options to choose from. You can use either or both consecutively.

   Temporary positioning of windows - allows you to position the notation dialog box on your screen while working with the current feature.

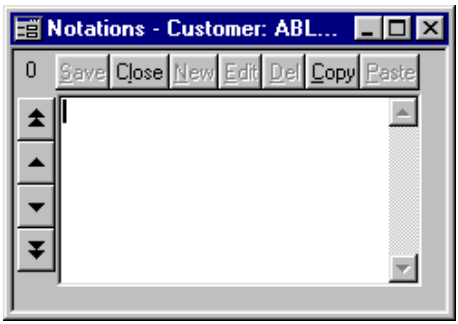
   Temporary sizing of windows - allows you to temporarily size the notation dialog box.

Adding Customer and Invoice Notes

The customer notes and invoice notes work basically the same. The difference between them is that customer notes are tied to the customer and invoice notes are tied to the A/R Invoice. That is, a note entered for a customer in one invoice will also appear is every other invoice that the customer appears in. Likewise, the notes entered for an invoice will only appear in the A/R Invoice that they were written.

1. With the appropriate invoice or customer open in the A/R Invoice Entry window, click the **Invoice Notations** or **Cust Notations** button. Or you can access the option by selecting the appropriate option from the Notes menu of the window.

   The Notations dialog box appears.



2. Click the **New** button to create a new entry.

   An entry line prompt appears with the current date and time.

3. Enter the context of your note.

   You can enter an unlimited amount of information.

   Use the **Copy** button to copy text in the dialog box to the clipboard.

   Use the **Paste** button to paste text that you copied from another location into the notes box.

4. Click the **New** button to add any additional notes.

5. Click the **Save** button to save the Notes.

6. Click the **Close** button to close the Notations dialog box and return to the A/R Invoice Entry window.

Editing Notations

To edit a notation entry:

1. Use the navigation arrows to the left of the dialog box to move to the entry that you want to edit. The single up and down arrows move you one note at a time. The double up and down arrows display the first and last note respectively.

2. Click the **Edit** button.
3. Make the necessary changes.
4. Click the **Save** button to save your changes.
5. Click the **Close** button to close the Notations dialog box and return to the A/R Invoice Entry window.

You can use the Tile Notations/Specifications and Cascade Notations/Specifications commands available from the Notes menu to arrange the Invoice Notes and Customer Notes windows in order to leave the notes windows open while you continue to work on the A/R Invoice Entry window.

Deleting Notation Entries

Use care when deleting notation entries. Once you delete an entry you can not retrieve it.

To delete a note entry:

1. Use the navigation arrows to the left of the dialog box to move to the entry that you want to delete.
2. Click the **Del** button.

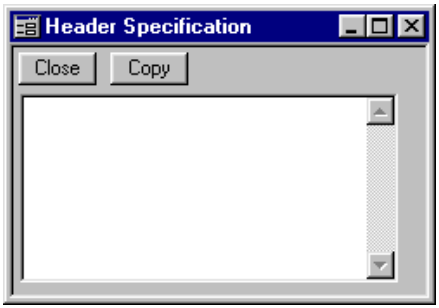
   An **X** appears next to the entry stating that the entry is targeted for deletion.
3. Click the **Save** button to permanently remove the entry.
4. Click the **Close** button to close the Notations dialog box and return to the A/R Invoice Entry window.

Adding Invoice Specifications

The invoice specifications are tied to the A/R Invoice and print directly on the invoice / report. A specification that you enter for a customer in one invoice also appears in every other invoice that the customer appears in.

1. With the appropriate invoice or customer open in the A/R Invoice Entry window, click on a line item and then click the **Invoice Spec** button.

   The Invoice Spec dialog box appears.



2. Enter the context of your specification.

   Use the **Copy** button to copy text in the dialog box to the clipboard.

3. Click the **Close** button to close the Invoice Spec dialog box and return to the A/R Invoice Entry window.

Editing Specifications

To edit a specification entry:

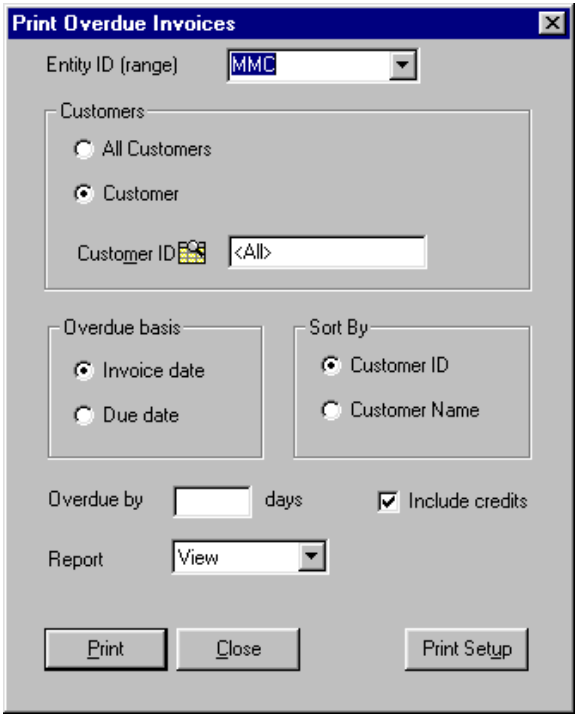
1. Display the specification that you want to edit.
2. Use the navigation arrows to the right of the dialog box to move to the entry that you want to edit.
3. Make the necessary changes by either adding text or highlighting text to delete, with the delete button on the keyboard.
4. Click the **Close** button to close the Invoice Spec dialog box and return to the A/R Invoice Entry window.

Printing Overdue Invoices

VISUAL allows you to print overdue invoices for one or all customer(s) from the Receivables Inquiry window.

1. Click the **Print** toolbar button, or select **File**, **Print Overdue Invoices** from the Receivable Inquiry menu.

   The Print Overdue Invoices dialog box appears.



2. Click the down arrow beside the Entity ID (range) field to select an Entity ID from the list, or enter the Entity ID in the field provided.

   You can separate the Entity ID ranges by a "," (comma) or a "/" (slash). The "," (comma) and "/" (slash) are wildcard characters.

3. Enter the following information in the **Customers** group box.

   All Customers - Select this option to print overdue invoices of all customers in the database.

   Customer - Select this option to print overdue invoices for a specified customer.

If you select the **Customer** radio button, you must select a Customer ID from the Customer ID field. Click the **Browse** button to select the Customer ID from the list, or enter the Customer ID in the field provided.

4. Enter one of the following options in the **Overdue Basis** group box.

   Invoice Date - Select this option to calculate the overdue date based on the invoice date.

   Due Date - Select his option to calculate the overdue date based on the due date.

5. Enter one of the following options in the **Sort By** group box.

   Customer ID - Select this option to sort your report by Customer ID.

   Customer Name - Select this option to sort your report by customer name.

6. Enter the following information.

   Overdue by __ Days - You have the option to print only the invoices that are overdue by a certain number of days. Enter the number of days you want VISUAL to print overdue invoices in the field.

   If you leave this field blank, VISUAL prints all overdue invoices.

   Include Credits - Select this check box if you want VISUAL to include overdue invoices that have been credited.

   Report - Click the down arrow to select one of the following options from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text file attachment through your electronic mailing system.

7. Click the **OK** button to output the report.

   Click the **Print Setup** button to modify printer settings.

   Click the **Cancel** button to exit this dialog box without printing the report.

Chapter 25

Accounts Payable Invoice Entry

A/P Invoice Entry

Accounts Payable Invoice Entry automatically tracks every vendor purchase. This Infor VISUAL Financials accounting module produces reports that informs you when payment is due, to whom the payment is owed, and the cash requirements for paying all payments due. VISUAL provides other critical reports to supply information about vendor history and uninvoiced receipts.

The Accounts Payable Invoice Entry module incorporates the Euro Multi-Currency functionality and is in compliance with the standards established by the European Monetary Union (EMU). This functionality allows you to create an order in a different currency from the customer's default and transaction currency.

Before you fully implement Accounts Payable and use it as "live," you may want to run VISUAL parallel to your existing financial software to ensure that your setup is correct as well as to maintain the integrity of your books.

Implementation Process

To control how your Accounts Payable system works, you must implement this process to establish your baseline of information.

1. Build the Vendor tables by adding vendors using Vendor Maintenance. See Chapter 5 for more information.
2. Add Accounts Payable accounts to the General Ledger Interface Table in Infor VISUAL Financials Application Global Maintenance. See Chapter 3 for more information.

Processing Procedures

You enter and store payables data in the Accounts Payable module. Use this data to generate the required Accounts Payable reports to keep track of your company's purchases and payments.

A typical Accounts Payable processing cycle is as follows:

Manufacturing Flow

Account information is available from orders made within Infor VISUAL Financials.

1. Enter purchase orders using Purchase Order Entry.
2. Enter purchase receipts using Purchase Receipt Entry.

   VISUAL saves the receipt information into a receiver. A receiver is an Infor VISUAL Financials object that is linked to a Purchase Order and records receipt and return dates and quantities. You can also manage your Backorders Partial Receipts from this module.
3. Enter invoices by matching uninvoiced receivers to the A/P Invoices. You can either use purchase order entry to generate invoices, or you can enter invoices manually.

Accounts Payable Flow

The Accounts Payable system provides important cash flow information vital to the effective management of your business.

Use the A/P Invoice Entry function for:

- ❒ Implementing A/P Invoice Entry
- ❒ Creating A/P Invoices from Purchase Receipts in Manufacturing
- ❒ Creating Invoices NOT Linked to the Purchasing System
- ❒ Recording Credit Memos from Vendors
- ❒ Linking Vendor Invoices to an Auto Numbering Voucher
- ❒ Maintaining A/P Invoice Notes
- ❒ Creating A/P Invoice Entry tables
- ❒ Editing/Adjusting Cost of Purchases
- ❒ Posting A/P Invoices to the General Ledger
- ❒ Printing Various A/P Reports and Transactions
- ❒ Recurring Payables
- ❒ Redistributing Transactions

Starting A/P Invoice Entry

The Accounts Payable Invoice Entry window records vendor purchases made by your company. Use Vendor Invoice information and your Purchase Order Receiver to create vouchers and to generate payments for the vendor.

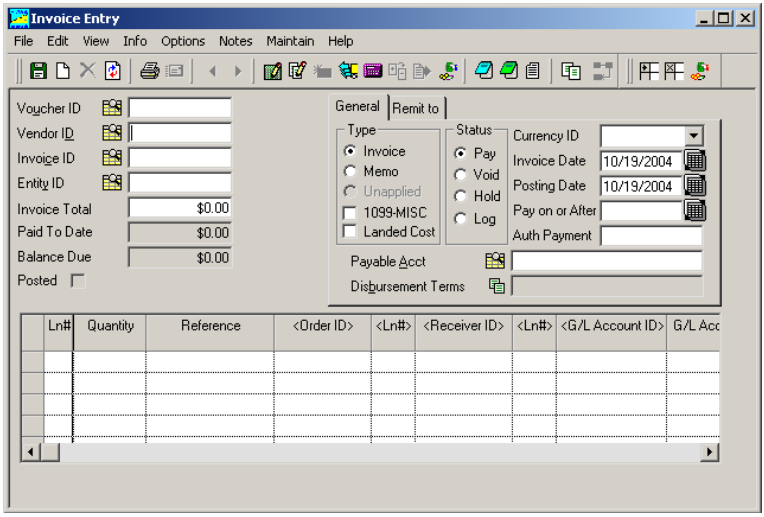
You can also enter invoice information manually. Use this procedure ONLY if there is **no** Manufacturing Purchase Order Receipt issued.

If an invoice is associated with a purchase order, you must use the purchase order receiver to enter information (vendor, line item, part, quantity, etc.) for the invoice. If the invoice is NOT associated with a receipt, you must manually enter all information.

To start A/P Invoice Entry:

Select **Invoice Entry** from the **Payables** menu.

The A/P Invoice Entry window appears.



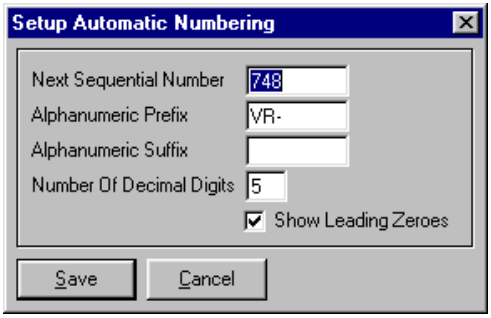
Setting Up Auto Numbering

Use Automatic Numbering to generate the Voucher IDs to significantly reduce keystrokes and confusion. Although it is not required, you should use this feature. You would normally set up Automatic Numbering during implementation; however, you may activate Automatic Numbering at any time.

If you want to modify your numbering scheme AFTER you have entered data into the database, you may do so here; however, you cannot use duplicate numbers. If you try to assign a duplicate number, VISUAL generates a warning message and asks you to supply a different number.

1. Select **Edit, Auto Numbering** from the A/P Invoice Entry menu.

   The Setup Automatic Numbering dialog box appears.



2. In the Next Sequential Number field, enter the number that you want to use to set your numbering sequence (up to 7 digits long) for the Voucher ID.
3. Assign any alphanumeric prefix and/or suffix in the appropriate fields. These fields are case sensitive.
4. Enter the total number of digits in the numeric portion of the ID in the Number of Decimal Digits field.

   VISUAL uses this number to generate the proper number of leading zeroes, if you select that option.
5. If you want leading zeroes to be included in a number, check the **Show Leading Zeroes** check box.

   This keeps all IDs the same number of characters in length.
6. Click the **Save** button to save the changes, or **Cancel** to close the dialog box without saving the changes.

Creating an A/P Invoice from a Purchase Order Receipt

Use the A/P Invoice Entry window to create a voucher for an invoice you received from a vendor.

There are two methods available to create the voucher. You can create an A/P Voucher linked to a Purchase Order Receipt, or you can create the A/P Voucher manually as long as there is NO associated Purchase Order.

Creating a Voucher Manually in Accounts Payable Invoice Entry

Use this method to create a voucher manually if the voucher does **not** exist from the Manufacturing Purchase Order.

Creating a Voucher from a Purchase Order Receipt

This method uses the Purchase Order information and Purchase Receipt information to automatically supply the information for the voucher details, and matches the voucher to your Purchase Receiver.

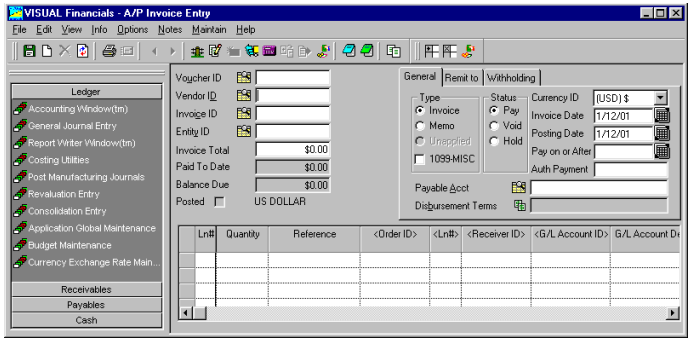
Before you match a receiver to a vendor invoice in A/P the following needs to take place:

- ❒ You have created a Purchase Order; listing items, quantity, and unit price.
- ❒ You have received the goods or services. This procedure automatically creates a receiver number.

Follow this procedure to use the Purchase Order Receipt to create a voucher:

1. Select **Payables, Invoice Entry** from the VISUAL main menu.

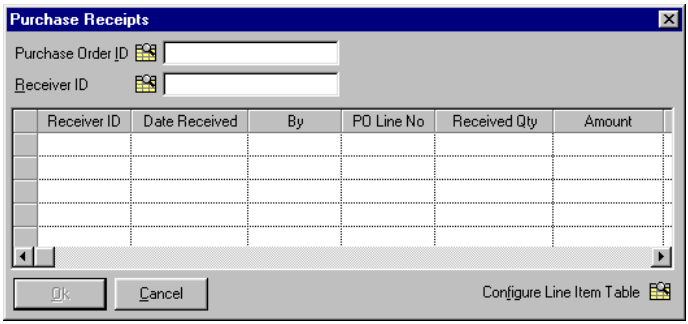
   The A/P Invoice Entry window appears.



Setting Purchase Order Receipts

1. Select **Edit**, **Purchase Order Receipts** from the A/P Invoice Entry menu, or use the **F6** key as a shortcut.

   The Purchase Receipts dialog box appears.



2. Select one of the two options to open the file you want.

   Purchase Order ID - Click the **Browse** button to select a Purchase Order ID from the list, or enter the ID in the field provided.

   Receiver ID - Click the **Browse** button to select a Receiver ID from the list, or enter the ID in the field provided.

   If you select a Receiver ID, VISUAL automatically populates the Order ID associated with the receiver. If you call up the Order ID, VISUAL does not automatically populate the information and you must select the Receiver ID.

   If you enter or select a Purchase Order ID, VISUAL displays all Receiver IDs pertinent to this Purchase Order that have no vouchers. If you call up a receiver, only that receiver appears.

3. Select the line for the Receiver ID by clicking the row header of the line for which you want to create the voucher.

   You can also select multiple receiver lines by clicking and dragging or by using the point, click and shift keys. To select nonconsecutive lines use your mouse to select the lines you want while pressing the **Ctrl** key until all lines are selected.

4. If necessary, click the **Configure Line Item Table** button to custom fit the columns.

5. Click the **Ok** button.

   VISUAL returns to the A/P Invoice Entry window and populates the selected information from the Purchase Order and Receiver ID into the Vendor ID and Entity ID fields as well as the Line Item Rows.

6. Click the **Browse** button beside the Voucher ID field to select a Voucher ID, or leave the field blank if you are using Auto Numbering and allow VISUAL to assign the next number.

7. Select the **Browse** button beside the Invoice ID field to select a vendor invoice ID from the list, or enter the invoice ID in the field provided.

8. Enter the invoice total from the vendor invoice in the Invoice Total field.

   This is the total amount owed to the vendor for the invoice.

   VISUAL maintains the Paid to Date field. It shows the amount of the invoice that has been paid to the vendor as of the current date. VISUAL also maintains the Balance due fields. It is the remaining amount of the invoice to be paid (the Invoice Total minus the Paid to Date amount) and VISUAL updates when you save.

9. Click the **General** tab if necessary, then enter the following information in the **Type** group box.

   Invoice - Indicates that the invoice total is an amount that your company owes the vendor.

   Memo - Indicates that the total is an amount owed to your company by the vendor. This is a credit memo that you can pay or apply against open invoices for that vendor.

   1099-MISC - This is not a type, but a flag. Use when creating custom reports to indicate that this voucher is to appear as a 1099-MISC entry as a taxable invoice reportable for the vendor.

   Landed Costs - If you have selected the Allow Multiple AP Invoices Per Receiver Line check box, the Landed Costs check box appears active. If you want to use landed costs on this receiver, select this check box.

10. Select one of the pay status options in the **Status** group box.

    Select **Hold** if you do not want to pay or apply the voucher at this time.

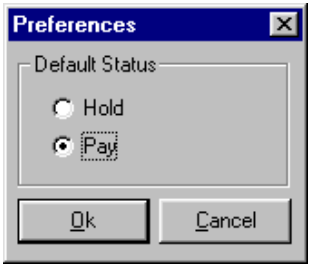
    Select **Pay** if you want to pay the invoice when it is due (Pay on or after date). **Pay** is the default.

    The **Hold** button and the Pay On or After Date fields are an important means of control during the payment generation process.

    It is recommended that you create vouchers with a **Hold** status. This prevents the A/P Payment Entry function from automatically generating a check for this voucher until you change the status to **Pay** on the Payment Schedule in A/P Payment Entry. See Chapter 27 for more information. If the invoice has been paid, these status options are unavailable to you.

You can change this default setting by selecting **Options**, **Preferences** from the menu.

The Preference dialog box appears.



Select your company's Pay Status preference. This sets the default status for all newly created invoices.

11. Click the down arrow next to the Currency ID field to select a Currency ID from the list.

    The Currency ID defaults from the entry made in Vendor Maintenance.

12. Click the **Calendar** button beside the Invoice Date field to select an invoice date, or enter the invoice date in the field provided.

    VISUAL uses this date in determining aging and in calculating the "Pay on or after date."

    The invoice date defaults to the current system date.

13. Click the **Calendar** button beside the Posting Date field to enter a posting date, or enter a posting date in the field provided.

    The posting date is the date to post the voucher to the General Ledger.

    The posting date defaults to the invoice date.

14. Click the **Calendar** button beside the Pay On or After Date field to select a date, or enter the date in the field provided.

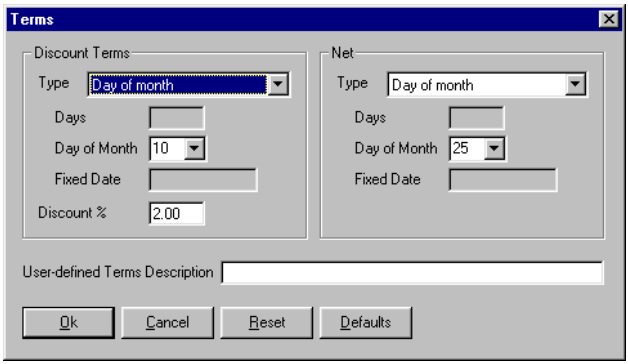
    The "Pay On or After date" is the date that VISUAL generates the check if you mark the invoice as **Pay**. VISUAL calculates the Pay On or After date based on the vendor terms and specified invoice date, allowing you to take advantage of the vendor discount. This information defaults from the Terms specified.

15. In the Authorize Payment field, enter the partial payment amount to be generated during the next check run.

    If you leave this field blank, by default, VISUAL inserts the total Balance due. This field is optional.

16. If necessary, click the **Browse** button beside the Payable Acct field to select an account, or enter the Account ID in the field provided.
17. Click the **Disbursement Terms** button to specify the terms for the invoice.

    The Terms dialog box appears.



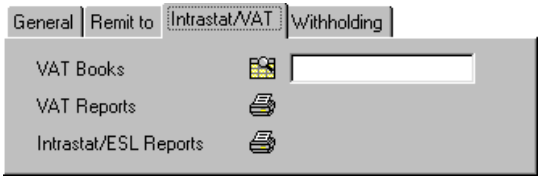
The terms for the vendor appear by default. You can change the terms as necessary.

18. Enter the necessary information in the Terms dialog box. See Chapter 3 for information on defining terms.
19. Click the **Remit to** tab to review the Remit To address of the vendor. The Remit To field information appears.

To select a different Remit To address for this vendor, or to edit the address shown, click the **Browse** button and make your selection from the table, or enter the appropriate information into the corresponding fields.

20. If you have Intrastat and/or VAT enabled, click the Intrastat/VAT tab.

    The Intrastat/VAT information appears.



21. Enter the following information in the Intrastat/VAT tab.

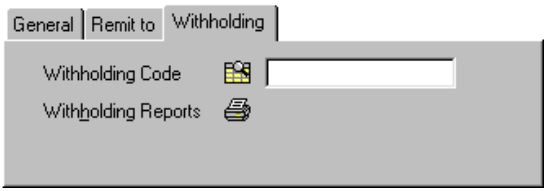
    VAT Books - Click the **Browse** button to select a VAT Book from the list, or enter the VAT Book in the field provided.

    VAT Reports - Click the **Print** button to output the VAT (Value Added Tax) report.

    Intrastat/ESL Reports - Click the **Print** button to output the Intrastat/ESL (European Sales List) report.

22. Click the **Withholding** tab to set the Withholding Code.

    The withholding information appears.



23. Enter the following information in the Withholding tab.

    Withholding Code - This field defaults to the withholding code entered for this vendor in Vendor Maintenance. If necessary, click the **Browse** button to select a withholding code from the list, or enter the withholding code in the field provided.

    Withholding Reports - Click the **Print** button to set the appropriate criteria for requesting the report(s). A wide range of options are available based on dates, sort selections, report type and format.

24. In the line detail table, review the information in each of the columns.

    Ln # - VISUAL automatically numbers each line.

    Quantity - The quantity populates from the P/O and represents the quantity received. Make any edits through Purchase Order Entry.

Reference - The reference populates from the P/O. Override as necessary.

<Order ID> - Refers to the Purchase Order ID. You can search this column by double-clicking the column header. If the Order ID is incorrect, clear the window and re-select the correct P/O and Receiver.

<Ln #> - Refers to the Purchase Order line number. You can search this column by double-clicking the column header.

<Receiver ID> - The Receiver ID assigned at the time of receipt of the Purchase Order. You can search this column by double-clicking the column header.

<G/L Account ID> - Select the G/L Account ID to post to. You can search this column by double-clicking the column header.

G/L Account Description - Populates automatically from the selected G/L Account ID. This is the G/L Account description you defined in the Accounting window.

Amount - The amount populates from the P/O line and represents the inventory part or work order cost.

Fixed Chg - The fixed charge again populates from the P/O line.

Withhold Type - Every line item for an invoice that requires withholding tax, needs to have a withholding type associated with it. Click the down arrow to select one of the four choices from the drop-down list box; **T** (Tax), **C** (Commission), **E** (Expense) or **O** (Other). Lines that use a type other than **T** (Tax), are not subject to a withholding tax.

Sales Disc Allowed - This is the Sales discount you allow, if any. This is a memo field; enter **Y** (Yes) or **N** (No).

25. Review the information in the P/O Recv columns located on the line item section of the window. The fields are not editable. If edits are necessary, make in P/O Entry.

P/O Recv Quantity - This is the Purchase Order receipt quantity.

P/O Recv Unit Price - This is the Purchase Order receipt unit price.

P/O Recv Discount % - This is the Purchase Order receipt discount percent.

P/O Recv Amount - This is the Purchase Order receipt amount based on the Recv Discount %.

P/O Recv Fixed Charge - This is the Purchase Order receipt fixed charge amount.

P/O Recv In Inspection - This is the Purchase Order receipt in inspection information.

26. Review the information in the WO columns located on the line item section of the window. The fields are not editable.

    <WO Base ID> - Refers to the Work Order Base ID. You can search this column by double-clicking the column header.

    WO Lot ID - Refers to the Work Order Lot ID.

    WO Split ID - Refers to the Work Order Split ID (account).

    Every line item for an invoice that requires withholding tax, needs to have a withholding type associated with it. Select one of the four choices from the drop-down list box; **T** (Tax), **C** (Commission), **E** (Expense) or **O** (Other). Lines that use a type other than **T** (Tax), are not subject to a withholding tax.

    Cost Category - The Cost Category applies to manual vouchers to a W/O; select **S** (Service), or **M** (Material).

    The other types under the Cost Category allow the user to differentiate between exemptions that show on the Tax Certificate.

Adding Line Items that are not associated with the Purchase Order

1. To add items that are not associated with the Purchase Order to the Invoice, such as Freight, click the **Insert Row** toolbar button. The information entered in the Receiver defaults to the row area.

   This adds a new row to the table area and assigns it a line number. The cursor appears in the Quantity field by default.

2. If you need to add more items, click the **Insert Row** toolbar button again and enter the next item.

3. If this is the last entry to make, click the **Save** button to save the information.

Deleting Line Items

Be very careful before deleting any lines, the information is not recoverable.

You can delete a line by selecting the row, then clicking the **Delete Row** toolbar, or by double-clicking the row.

VISUAL deletes the row or line if the entry on the invoice has not already been saved. If the entry on the invoice has been saved, VISUAL marks the line for deletion with an **X**. Saving the invoice permanently removes the entry from the database.

Entering Notations to the A/P Invoice Entry window

You can enter any notes for the vendor or voucher using the Notes buttons respectively.

Keep in mind that the notes do not print on any reports and are specifically for your reference. See "Working with Notations" later in this chapter for more information.

You can use the "Payment Entry" option to create or record a check for payment. See Chapter 27 for more information.

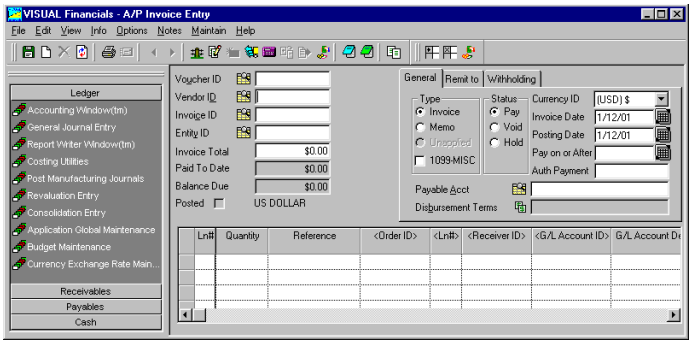
Note: *Before posting this invoice, it is a good idea to print unposted transactions. This way you can check for mistakes and correct them BEFORE posting.*

Entering a Manual A/P Voucher

There may be times when you need to manually create a voucher. Use this function ONLY when there is NO associated Purchase Order.

1. Select **Payables**, **Invoice Entry** from the VISUAL main menu.

   The A/P Invoice Entry window appears.



2. Click the **New** toolbar button to create a voucher.
3. Enter a voucher ID, or leave the field blank if you are using Auto Numbering.
4. Click the **Browse** button beside the Vendor ID field to select a Vendor ID from the list, or enter the Vendor ID in the field provided.

   This ID is the vendor's identification for the invoice marked by either Vendor Name or Vendor ID.

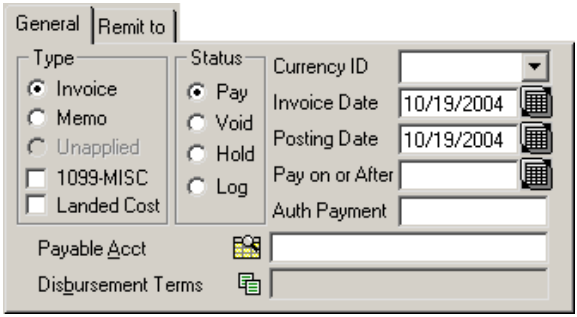
   The vendor name or ID **must** exist in your vendor table. You can add a vendor to the vendor table using Vendor Maintenance. See Chapter 5 for more information.
5. Enter the Vendor Invoice ID in the Invoice ID field. This field is required.
6. The Entity ID defaults from Vendor Maintenance. The Entity ID identifies the entity for this voucher.
7. Specify the Invoice Total from the vendor's invoice.

   This is the total amount owed to the vendor for the invoice.

   VISUAL maintains the Paid to date field. It shows the amount of the invoice that has been paid to the vendor as of the current date. VISUAL also maintains the Balance due fields. It is the remaining amount of the invoice to be paid (the Invoice Total minus the Paid to Date amount) and updates when you save.

8. Click the **General** tab.

   The General Tab information appears.



9. Enter the following information in the **Type** group box.

   Invoice - Indicates that the invoice total is an amount that your company owes the vendor. Click the **Invoice** radio button to create a voucher.

   Invoice is the default.

   Memo - Indicates that the total is an amount owed to your company by the vendor. This is a credit memo that you can pay or apply against open invoices for that vendor.

   1099-MISC - This is not a type, but a flag. Use when creating custom reports to indicate that this voucher is to appear as a 1099-MISC entry as a taxable invoice reportable for the vendor.

   Landed Costs - If you have selected the Allow Multiple AP Invoices Per Receiver Line check box, the Landed Costs check box appears active. If you want to use landed costs on this receiver, select this check box.

10. Enter the pay status in the **Status** group box.

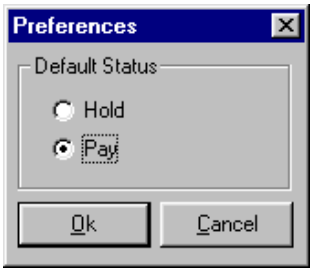
    Pay - Select **Pay** if you want to pay the invoice when it is due (Pay on or after date). Pay is the default.

    Hold - Select **Hold** if you do not want to pay or apply the voucher at this time.

    It is recommended that you create vouchers with a **Hold** status. This prevents the A/P Payment Entry function from automatically generating a check for this voucher until you change the status to **Pay**. If the invoice has been paid, these status options are unavailable to you.

11. You can change this default setting by selecting **Options**, **Preferences** from the menu.

    The Preference dialog box appears.



    Click on your company's Pay Status preference; **Hold** or **Pay**. This option sets the default status for all newly created invoices.

12. Click the down arrow beside the Currency ID field to select a Currency ID from the list.

    The Currency ID defaults from the entry made in Vendor Maintenance.

13. Click the **Calendar** button beside the Invoice Date field to select an invoice date, or enter the invoice date in the field provided.

    The Invoice date corresponds with the date on the vendor invoice.

    VISUAL uses this date to determine aging and to calculate the Pay on or after date.

    The Invoice date defaults to the current system date.

14. Click the **Calendar** button beside the Posting Date field to select a posting date, or enter the posting date in the field provided.

    This is the date to post the voucher to the General Ledger. During the posting process, VISUAL ensures the date is within the period you are posting. If it is not, the voucher is not posted in that period.

    The Posting Date defaults to the invoice date.

15. Click the **Calendar** button beside the Pay On or After Date field to select a date, or enter the date in the field provided.

    This is the date that VISUAL generates the check if you mark the invoice as Pay. VISUAL calculates the Pay on or after date based on the vendor terms and specified invoice date, therefore allowing you to take advantage of the vendor discount, if any. This information defaults from the Terms specified.

16. In the Authorized payment field, enter the amount you want to pay against this invoice the next time checks are generated.

If the field is left blank, the default is the total Balance Due. This is an optional field.

17. Click the **Browse** button beside the Payable Acct field to enter the account to which the payment is assigned, or enter the payable account in the field provided.

    The **Payable Acct** number defaults from Vendor Maintenance. This corresponds to the ledger account number to be posted with the invoice amount. If you leave this field blank, the value defaults from the G/L Interface Accounts table.

18. Click the **Terms** button beside the Disbursement Terms field to set the terms for this invoice. For more information, see "Creating an A/P Payable" earlier in this chapter.

    Enter the Discount Terms Type that you want to revise concerning this vendor. See Chapter 3 for more information on defining terms.

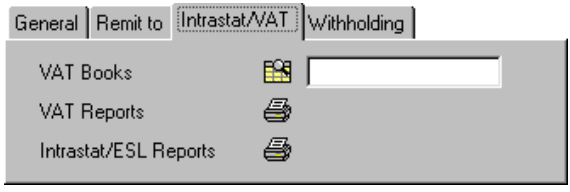
19. Click the **Remit to** tab to review the Remit to address of the vendor.

    The Remit To information appears.

    Click the **Browse** button beside the Remit To field to select a different Remit To address for the Vendor, or to edit the address shown by entering the appropriate information into the corresponding fields.

20. If you have Intrastat and/or VAT enabled on your system, click the Intrastat/VAT tab.

    The Intrastat/VAT information appears.



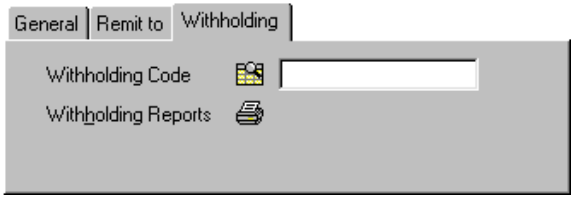
21. Enter the following information in the Intrastat/VAT tab.

VAT Books - Click the **Browse** button to select a VAT Book from the list, or enter the VAT Book in the field provided.

VAT Reports - Click the **Print** button to output the VAT (Value Added Tax) report.

Intrastat/ESL Reports - Click the **Print** button to output the Intrastat/ESL (European Sales List) report.

22. Click the **Withholding** tab to set the Withholding Code. The Withholding information appears.



23. Enter the following information if necessary.

Withholding Code - Click the **Browse** button to select a withholding code from the list, or enter the withholding code in the field provided.

Withholding Reports - Click the **Printer** button to set appropriate criteria for requesting report(s).

A wide range of options are available based on dates, sort selections, report type and format.

24. To enter new detail lines to the voucher, click the **Insert Row** toolbar button.

VISUAL adds a row to the table and assigns a line number.

For detailed descriptions of each column refer to "Creating an A/P Invoice from a Purchase Order Receipt" earlier in this chapter.

25. Refer to the following column information in the detail line table.

Quantity - Enter the Quantity of the first item on the voucher.

Reference - Enter any reference information. This is for your use.

26. If you have an invoice without purchasing implications, leave the **<Order ID>**, **<Ln #>**, and **<Receiver ID>** column fields blank.

G/L Account ID - Enter the G/L Account ID for the posting account for this voucher. This is a required field.

The G/L Account Description displays automatically when you select the G/L Account ID.

Amount - Enter the amount of this line item.

Fixed Chg - Specify any fixed charges in the Fixed Chg column, if applicable.

Sales Disc Allowed - Enter a **Y** (Yes) or **N** (No) in the corresponding fields, if a sales discount is allowed.

Work Order Base ID - Select the **Work Order Base ID** to which you want to link this A/P Voucher. Double-click the WO Base ID column header to select an ID from the table.

Use this detail field for direct charges from A/P to a work order and allows you to tie this manual A/P Voucher to a work order. If you link a work order to a voucher detail line, the work order information is populated automatically. When you select the Work Order Base ID, vital information from the Work Order displays including the WO Lot ID and WO Split ID.

Cost Category - Enter a value for direct charges from A/P to W/O.

This field serves as the link to a work order by Cost Category, either **M** (Material) or **S** (Service). This allows you to directly charge work orders from a manual invoice.

27. Click the **Save** button to save the manual voucher.
28. To add more line items, click the **Insert Row** button. Make your entries, then click the **Save** button to save the new line items.

    If at any time, you want to cancel the voucher and begin a new voucher, click **New** toolbar button to clear the window of all information as entered or displayed.

Deleting Rows

1. Select the appropriate detail line in the table and click the **Delete Row** toolbar button.

   If you have not previously saved this voucher containing this row, VISUAL deletes the row immediately.

   If you have previously saved this voucher containing this row, VISUAL marks the row for delete with an **X**.
2. Click the **Save** toolbar button to delete the row.

   Note: *Before you post a voucher, it is a good idea to print Unposted Transactions. Use this feature to check for mistakes and correct them before you post. To print Unposted Transactions, select* **File**, **Print G/L Transactions** *from the menu.*

Maintaining A/P Vouchers

Editing Vouchers

Editing a Voucher Line Item Detail

You can edit individual line items of an existing voucher only if it has not been posted to the G/L and/or has no payments against it. The edits can include adding a line item, changing an existing item, and deleting a line item.

Adding a Line Item

1. Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.
2. Click the **Insert Row** toolbar button.

   A new line appears in the table section of the voucher.
3. Enter the line item detail information.

   See "Entering a Manual A/P Voucher" in this chapter.
4. Click the **Save** toolbar button to update the voucher.

Editing a Line Item

You cannot edit all line items.

1. Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.
2. Move the cursor to the field that you want to edit.
3. Make the changes to the field(s).
4. Click on **Save** to update the voucher.

Deleting a Line Item

You cannot delete a line item if the voucher has an associated payment or if it has been posted to the G/L. If you need to delete that line, void the payment first.

1. Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.
2. Highlight the line that you want to delete.
3. Click the **Delete Row** toolbar button.

   VISUAL places an **X** in the far right column marking the item for delete.
4. Click the **Save** toolbar button to remove the item and update the voucher.

Deleting a Voucher

You can completely remove an **unposted or unpaid** invoice or voucher from the database, including all its line item details. If the invoice/voucher has been posted to the G/L or if it has any payments assigned to it, you **cannot** delete it. To reverse the action, it must be voided. See Voiding a Voucher in this chapter.

Caution

Be sure that you want to delete before continuing. You cannot recover a deleted invoice.

1. Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.
2. Click the **Delete** toolbar button.

   VISUAL warns you that the invoice information, including all details will be permanently removed and asks if you want to proceed.
3. Click the **Yes** button to permanently remove the voucher, or click the **No** button to leave the voucher in the database.
4. VISUAL removes the voucher from the database.

Voiding an A/P Voucher

You **cannot** void a voucher that has been posted to the G/L or has payments applied against it. If you must void the voucher under these circumstances, you must first void the payment. See "Voiding a Voucher that Has Been Posted" later in this section.

You may need to void a voucher (that has not been posted to the G/L or has any payments applied against it). For example, the voucher may have been entered in error, or may be associated with the wrong vendor.

Do NOT use a void for merchandise returned to the vendor. In this case use the Customer Order Shipments Return function of Purchase Receipt Entry in Infor VISUAL Financials.

Voiding a Voucher that has NOT Been Posted

1. Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.
2. Select the **Void** radio button on the General tab in the **Status** group box.
3. Click the **Save** toolbar button to save the action.

This voucher will NOT be passed to the General Ledger for posting. It appears on the Vendor History Report as a void with a zero value. It does not appear on the Aged Receivables Report or the G/L Unposted Transaction Report.

Voiding a Voucher that HAS Been Posted

1. Call up the voucher by entering its identifier or by selecting it from the table by Voucher ID or Vendor Invoice ID.
2. Select the **Void** radio button located on the General tab in the **Status** group box.

   If the voucher is from a prior period, you must first activate the posting date to the current, active period.
3. Click the **Save** toolbar button to save the action.
4. Post the transaction(s) to the General Ledger by selecting **File**, **Post to General Ledger** from the menu.

Voiding a Voucher that Has Been Paid by Check

Before you can void a voucher that was paid by check, you must first void that check. See the "Voiding a Check" section of Chapter 27, "A/P Payment Entry" for the procedure.

After you void the check, you can void the voucher using the procedures in "Voiding an A/P Voucher" in this chapter.

Redistributing Transactions

If you make any changes or revisions to an invoice, select this feature to recalculate and redistribute the transaction(s). VISUAL provides this functionality as a way to "refresh" and update the database tables. This function corrects any out-of-balance conditions. You can only apply to a previously saved unposted transaction.

If you want to apply a change, you must execute the **Redistribute Transactions** option for each invoice as necessary.

1. Use the **Browse** button located beside the Invoice ID field to select the invoice you want to edit from the A/P Invoice Entry window.
2. Make the necessary adjustments.
3. Click the **Save** toolbar button to save the changes.
4. With the unposted invoice open, select **File**, **Redistribute Transactions** from the menu.

VISUAL automatically updates the distribution record (invoice) of the modifications.

If you make any changes or revisions to any Financial module, VISUAL automatically redistributes the transactions when you save and reflect across all pertinent database tables.

Calculate Freight from Receipts

Use this feature to calculate the freight costs that you specify on the Purchase Order Receipt to apply to the A/P voucher.

1. Click the **Calculate Freight from Receipts** toolbar button, or select **Edit**, **Calculate Freight from Receipts** from the menu.

   The Calculate Freight from Receipts dialog box appears.

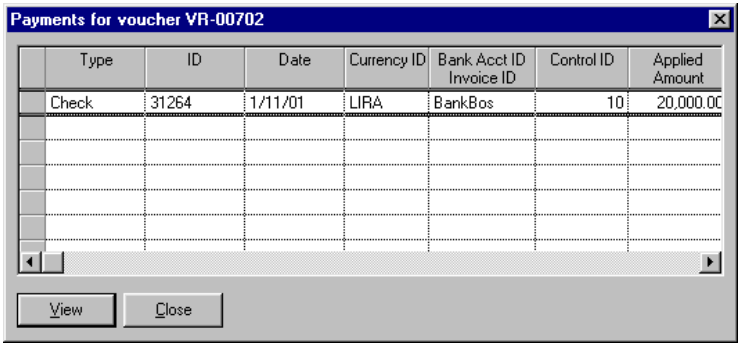
2. Click the **Yes** button to activate the request to recalculate the freight or **No** to cancel the request without recalculating freight.

Viewing List Payments

Use List Payments to view a list of the payments you made to that vendor. VISUAL lists all checks and/or credit memos that you applied. This is an excellent way to track payments to a specific voucher.

With the appropriate vendor in the window, select **Info**, **List Payments** from the A/P Invoice Entry menu.

The List Payment window appears with the pertinent information for the selected voucher.



This feature is basically informational, but you can access a voucher by double-clicking the line item or highlighting the line and then clicking the **View** button. VISUAL populates the window with the requested (actual) voucher in the A/P Invoice Entry window.

Generating Credit Memos

In some instances you may need to enter credit memos. A credit memo represents the amount owed to you by the vendor, and therefore, works opposite of an invoice.

If you are returning inventory that had previously been received using the Purchase Receipt tool, you should create a return for that receipt using the same tool. You can then call up a return receiver to create a credit memo voucher.

You can generate credit memos through a return or manually. Please refer to the *Infor VISUAL Financials User's Guide* for a more detailed explanation.

When you are creating a credit memo, it is important to remember to match this Purchase Return Receiver to the Credit Memo so that the Purchase Receipts Accrual account remains in balance.

Making an A/P Invoice into a Credit Memo

You can create credit memos in Accounts Payable when there is no associated purchasing transaction. If you are entering a credit memo for an invoice for a voucher that has already been posted, use that voucher as a template to create the credit memo. Credit memos use the same entry window as vouchers.

1. Click the **Browse** button for the Voucher ID or the Invoice ID field to select the record you want, or enter the ID in the appropriate field provided.
2. Click the **Make Credit Memo** toolbar button.

   This creates a new credit memo using the reverse of the invoice information and then converts the invoice total into a negative amount and clears the Voucher ID and Invoice ID fields.
3. If you are using Automatic Numbering, leave the Voucher ID field blank. You can also enter a Voucher ID for this memo.
4. Assign an Invoice ID for this credit memo in the Vendor Invoice ID field.
5. Edit any field that may need modifying. Take this opportunity to insert or delete rows.
6. Click the **Save** toolbar button to save the changes.

   If you have an open invoice for the vendor, you may want to apply this credit memo to it. See "Applying Credit Memos" later in this chapter.

Applying Credit Memos to a Vendor Invoice

VISUAL allows you to apply a credit memo through A/P Invoice Entry or through A/P Payment Entry. If there are any outstanding open invoices for a vendor for which a credit memo exists, you can apply the credit memo to one or more open invoices through A/P Invoice Entry.

1. Call the invoice that you want to apply as a memo into the A/P Invoice Entry window by selecting either the Voucher ID or entering the Vendor ID and Invoice ID.

   In order to apply a memo to an invoice, set the Status to **Pay** and the Type to **Memo**.

2. Click the **Make Credit Memo** button.

   VISUAL converts the invoice to a credit memo.

3. Select **Edit**, **Apply Credit Memo** from the menu.

   The Apply Credit Memo dialog box contains a table of available unpaid invoices for this vendor.

4. Click the line that pertains to the invoice to which you are applying this credit memo.

   VISUAL displays the total amount of the credit memo in the **Amount** column. You can edit this if you want to only apply a portion of the credit memo to this invoice and the balance to others. Or if you simply want to apply a portion of the memo and the remainder at a later time.

5. When the total amount of the credit memo has been applied click the **Save** button to save the transaction.

   Notice that in the memo header, the Paid to Date amount changes to the amount applied and the Balance Due also changes by the same amount. The Apply Credit Memo dialog box closes.

   No postings result from this transaction.

Working with Recurring Payables

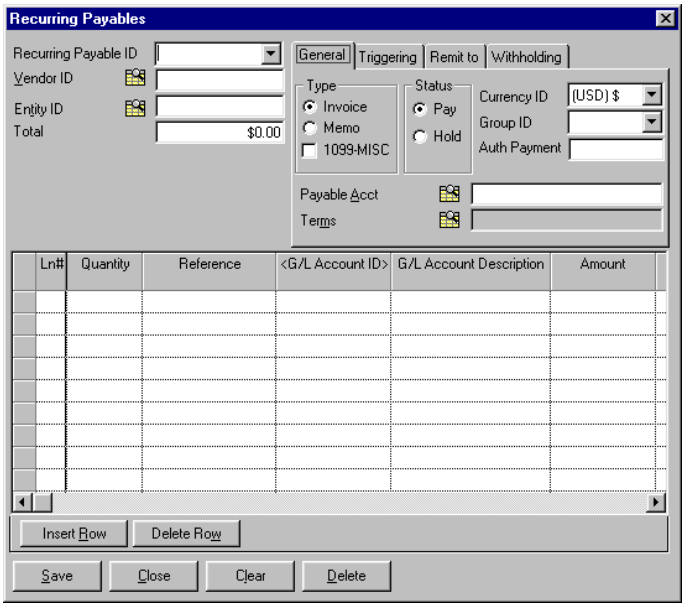
VISUAL allows you to create payables to generate on a regular systematic basis. The intent of the Recurring Payables is to automatically create payables on a user definable schedule.

Use Recurring Payables to enter regular occurring activities for items such as rent, utility payments, taxes, and loan payments.

Setting Up Recurring Payables

1. Select **Maintain, Recurring Payables** from the A/P Invoice Entry menu.

   The Recurring Payables dialog box appears.



2. Enter the following information in the Recurring Payables dialog box.

   Recurring Payable ID - Enter or select a unique Recurring Payable ID code.

   VISUAL stores the Recurring Payable IDs in a specific table designed only for Recurring Payable IDs. Numbering should be unique within this table. There is no Auto Numbering feature available.

   Vendor ID - Click the **Browse** button to select a vendor for this recurring payable, or enter the vendor in the field provided.

Entity ID - Click the **Browse** button to select an Entity ID from the list, or enter the Entity ID in the field provided.

The Entity ID for the Vendor defaults from Vendor Maintenance.

Total - Enter a Total for the payable. This is the total amount owed to the vendor for this payable and must equal the total of all the line items.

3. Click the **General** tab if necessary, and enter the following information in the **Type** group box.

   Invoice - Indicates that the invoice total is an amount that you owe the vendor.

   Memo - Indicates that the total is an amount owed to you by the vendor. You can apply this credit memo against open payables for that vendor.

   1099-MISC - This is not a type, but a flag. Use when creating custom reports to indicate that this payable is to appear as a 1099-MISC entry or a taxable payable reportable for the vendor.

4. Select the payable status in the **Status** group box.

   Hold - Select this option if you do not want to apply this payable or credit memo at this time. A **Hold** status prevents the Accounts Payable Check Generation function from automatically generating a check. This status continues to be in effect until you manually change the status to **Pay**.

   Pay - Select this option if you want to pay this payable when you activate the Accounts Payable Check Generation.

   You may want to assign a **Hold** status to selected payables to prevent the A/P Check Generation function from automatically generating a check until you manually change this status to **Pay**. The default is **Pay**.

5. Enter the following information in the General tab.

   Currency ID - Click the down arrow to select a Currency ID from the list.

   The Currency ID defaults from Vendor Maintenance.

   Group ID - Click the down arrow to assign a Group ID.

   This allows you to schedule a number of recurring payables for triggering at the same time.

   VISUAL uses this ID in conjunction with the Generate Recurring Payable function. For this reason, it is useful to group your payables into types of payments such as utilities or loans. This is a required field.

Auth Payment - In the Authorized payment field, enter the amount you want to pay against this payable the next time you generate checks.

If you leave this field blank, VISUAL authorizes the total amount due from the payable.

Payable Account - This is the account that the payable will post to. Click the **Browse** button to select a payable account from the list, or enter the account in the field provided. You can also leave the field blank, instructing VISUAL to use the default from the G/L Interface Accounts table.

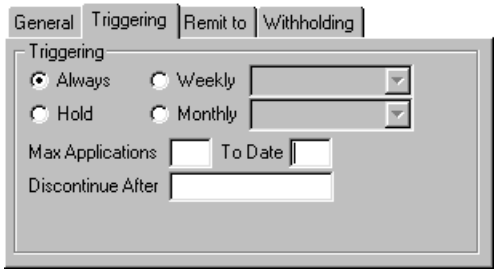
The Account ID in the Payable Acct field defaults from Vendor Maintenance.

Terms - Click the **Browse** button to display the default terms set for this vendor in Vendor Maintenance.

You can change the terms as necessary. Refer to "Creating an A/P Invoice" earlier in this Chapter for more information on revising terms. The terms appear in the window next to the Terms field.

6. Click the **Triggering** tab.

   The Triggering information appears.



7. Select one of the following triggering methods for the payable.

   Always - Choose this trigger when you expect to generate recurring payables on a daily basis, or each time you run **Generate Recurring Payables**. VISUAL can generate a payable once a day when you select Generate Recurring Payables, as long as the payable falls within the Maximum Application value and the Discontinue After date has not been reached.

   Weekly - Choose this trigger when you want to generate recurring payables on a weekly basis.

   When you select the Weekly option, the drop down field beside the radio button activates. Click the down arrow to select a processing day of the week (Saturday through Sunday). When you generate recurring payables, VISUAL generates a payable

up to once per week, as long as you specify the current date on or after the Day of Week that the payable falls within the Maximum Application value, and the Discontinue After date has not been reached.

Monthly - Choose this trigger when you want to generate recurring payables on a monthly basis.

When you select the Monthly option, the drop down field beside this radio button activates. Click the down arrow to select a number (1-31). Specify "31" for the last day of the month. VISUAL generates a payable up to once per month when you generate recurring receivables as long as the current system date is on or after the Day of Month specified, the payable falls within the Maximum Application value, and the Discontinue After date has not been reached.

Hold - Choose this trigger when you do NOT want to generate recurring payables at this time. You can manually change the status when circumstances change.

VISUAL never generates Recurring Payables more than once for any given date.

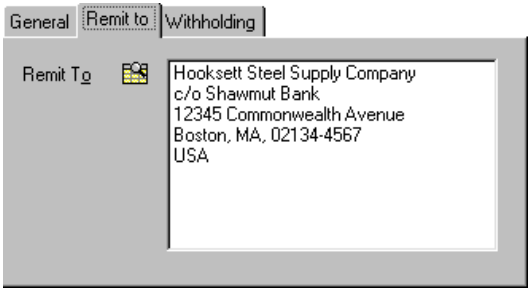
8. Enter the maximum number of times you want VISUAL to generate the payable in the Max Applications field. Leave the field blank if there is no limit.

   VISUAL maintains the number of times a payable has been run as of the current date in the To Date field.

9. Enter the month, day, and year you want the automatic generation of payables to stop in the Discontinue After field.

10. Click the **Remit to** tab.

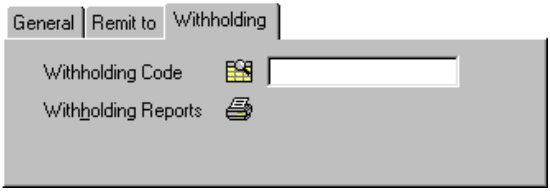
    The Remit information appears.



Notice that the Purchase From/Remit To fields automatically populate when you select the Invoice ID. You can select a different Invoice ID by clicking the **Browse** button beside the Remit To field.

11. If you have Withholding enabled, click the **Withholding** tab.

    The Withholding information appears.



12. Click the **Browse** button beside the Withholding Code field to select a withholding code from the list, or enter the withholding code in the field provided.
13. To enter new detail lines to the payable, click the **Insert Row** toolbar button.

    VISUAL adds a row to the table and assigns a line number.
14. Specify the Quantity for this line, if applicable.
15. You can use the **Reference** column to enter a description for this line item.
16. Specify a G/L Account ID for this line item.

    You can also select it from the list by double-clicking the column heading. When you specify the account number, VISUAL displays the associated G/L Account Description. This is the account to which the line item amount posts.
17. Enter the payable amount for this line item in the Amount field.
18. Enter any Fixed Charges for this line item in the Fixed Chg field.

    The sum of all the row(s) amounts and fixed charges must equal the Total payable amount you entered in the payable header total field.
19. Click the **Save** toolbar button to save the payable with all the line items.

Deleting a Row from a Recurring Payable

VISUAL allows you to delete a row from the Recurring Payable window. There may be instances where a recurring payment is no longer necessary. For example, a satisfied loan payment.

1. With the Recurring Payable selected in the Recurring Payables dialog box, select the appropriate line in the table and click the **Delete Row** toolbar button.

   If you have not previously saved the payable containing this row, VISUAL deletes the row immediately.

If you have previously saved this payable containing this row, VISUAL marks the deleted row by placing an **X** in the row header.

2. Click the **Save** toolbar button to permanently delete the row.

Editing a Recurring Payable

You can edit a Recurring Payable at any time. Use this option to edit payment statistics.

1. Select the Recurring Payable that you want to edit by clicking the down arrow in the Recurring Payable field to view the list of existing payables.
2. Make the necessary changes.
3. Click the **Save** toolbar button to save your changes.

Deleting a Recurring Payable

You can delete an entire Recurring Payable from the database if necessary. Use extreme caution as it removes the entire Recurring Payable, not just a single entry.

1. Select the Recurring Payable that you want to delete by clicking the down arrow in the Recurring Payable field to view the list of existing payables.
2. Click the **Delete** button.

   VISUAL warns you that this will delete the ENTIRE Recurring Payable and asks you to confirm the action.
3. Click the **Yes** button to confirm the action or **No** to cancel.

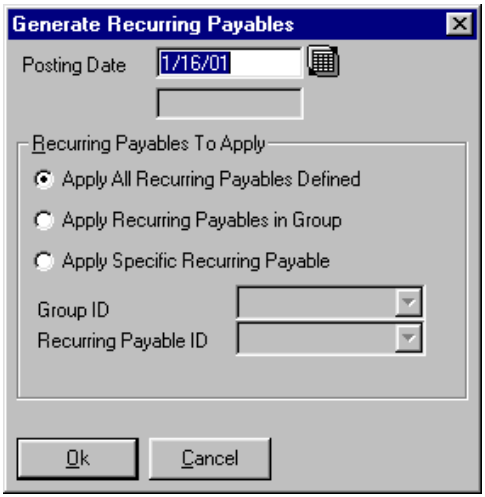
   VISUAL deletes the recurring payable from the database.

Generating Recurring Payables

After you have created Recurring Receivables, you may want to generate them on a specific schedule. Use the following procedure to generate payables:

1. Click the **Generate Recurring Payables** toolbar button, or select **File, Generate recurring payables** from the A/P Invoice Entry menu.

   The Generate Recurring Payables dialog box appears.



2. Click the **Calendar** button beside the Posting Date field to select a posting date, or enter the posting date in the field provided.

   The invoice must be within an active period. The default is the current system date.

   When you tab out of the field, VISUAL displays the posting period and year in the field below the date.

3. Select a scheduling method in the **Recurring Payables To Apply** group box.

   Apply All Recurring Payables Defined - Select this option if you want to generate all eligible payables, regardless of the Group ID or Recurring Payable ID. VISUAL scans all payables and selects the ones qualified due either daily, weekly, or monthly that are not dated on or after the Discontinue After date.

   Apply Recurring Payables in Group - Select this option if you want to generate all eligible payables for a specified Group ID. VISUAL scans all payables and selects the ones qualified due either daily, weekly, or monthly that are not dated on or after the Discontinue After date.

If you select this option, VISUAL requires you to select a Group ID. Click the down arrow beside the Group ID field to select the group ID.

Apply Specific Recurring Payable - Select this option if you want to generate a single specified Recurring Payable ID. Specify the identifier in the Recurring Payable ID field.

If you select this options, VISUAL requires you to select a Recurring Payable ID. Click the down arrow beside the Recurring Payable ID field to select a recurring payable ID.

4. After making your selection of payables to generate, click the **Ok** button.

   VISUAL selects the Recurring Payables for processing based on the selection criteria you specified and displays the Payable IDs as it processes them. It assigns a numeric Payable ID based on your Auto Numbering parameters, then creates an Invoice ID comprised of the Recurring Payable ID plus the processing date.

   VISUAL posts these payables to the G/L with the next posting of A/P Invoices.

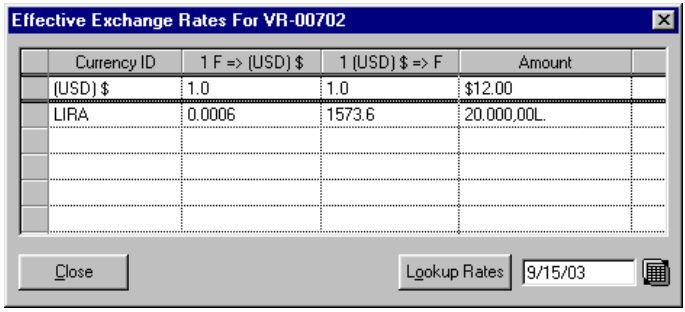
Setting/Resetting Exchange Rates

There may be instances where you employ vendors/suppliers that do business in a different currency. VISUAL offers a module to adjust and set or reset exchange rates to convert the company's entire invoice to the system currency, or a particular detail line. This makes tracking monies in your vendor or suppliers currency environment successful. You can set or reset the exchange rate as long as the invoice has NOT been posted.

To reset exchange rates for the entire invoice:

1. Click the **Browse** button beside the Voucher ID to select a voucher ID from the list, or click the **Browse** buttons for both the Vendor ID and the Invoice ID to select the appropriate IDs from each list.
2. Click the **Set/Reset Exchange Rates** toolbar button, or select **Edit, Set/Reset Exchange Rates** from the menu.

   The Effective Exchange Rates for... dialog box appears.



3. Click the **Calendar** button located at the bottom right of the dialog box to select an exchange rate date for the invoice, or enter the date in the field provided.
4. To set the exchange rate for the date entered, click the **Lookup Rates** button.
5. Click the **Close** button to close the dialog box.
6. Click the **Save** toolbar button to save your changes.

To set or reset exchange rates for a specific line item on an invoice:

1. With the appropriate invoice in the A/P Invoice Entry window, select the line item to which you want to set or reset exchange rates.
2. Click the **Set/Reset Exchange Rate Lines** toolbar button, or select **Edit, Set/Reset Exchange Rate Lines** from the menu.

   The Effective Exchange Rates for... dialog box appears.

3. Click the **Calendar** button located at the bottom right of the dialog box to select an exchange rate date for the invoice detail line, or enter the date in the field provided.
4. To set the exchange rate for the date entered, click the **Lookup Rates** button.
5. Click the **Close** button to close the dialog box.
6. Click the **Save** toolbar button to save your changes.

Creating a Payment

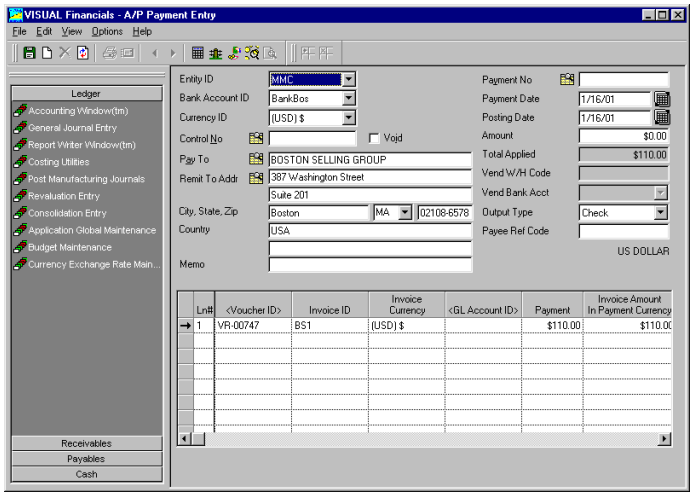
You can create a payment instantaneously while working in the A/P Invoice Entry window. This feature expedites the payment process, saving you time.

Follow the procedure to create the payment.

1. Select the voucher that you want to pay from the A/P Invoice Entry window.

2. Click the **Create Payment** toolbar button, or select **File, Create Payment** from the menu.

   VISUAL automatically calls up the A/P Payment Entry window populated with the pertinent information from the selected voucher.



3. Enter the following information in the A/P Payment Entry window.

   Bank Account ID - Click the down arrow to select a Bank Account ID from the list, if necessary.

   Currency ID - If you need to change the Currency ID, click the down arrow and select the Currency ID from the list.

   The Currency ID automatically defaults to the base Currency ID of the voucher.

   Control Number - VISUAL assigns a unique identifier called a Control Number when you save the payment.

   Memo Field - Use the Memo field to record any memo entry by typing in the field.

Payment No. - If you have already issued a payment, click the **Browse** button to select a payment number from the list, or enter the payment number in the field provided.

If you have not already issued the payment, VISUAL issues the Payment Number when you generate payments.

Payment Date - Click the **Calendar** button to enter a payment date, or enter the date in the field provided. VISUAL populates this field with the current system date.

This is the date that prints on the check if payment is issued in check form.

Posting Date - Click the **Calendar** button to enter a posting date, or enter the date in the field provided. VISUAL populates this field with the current system date.

Amount - You can edit the amount of the payment in the Amount field.

The line(s) amount must equal the Payment amount.

4. Select one of the following output types from Output Type field.

   BACS - (Banks Automated Clearing Service) Select this option to produce a single electronic file containing all payment information. BACS is a centralized clearing system for the United Kingdom's major bank and building societies.

   Check - Select this option to produce a paper check; possible preprinted or pre-numbered.

   Export File - Select this option to produce an electronic file containing multiple payment information files to export to each bank.

5. Click the **View in Invoice Currency** button to make the payment using the currency of the invoice.

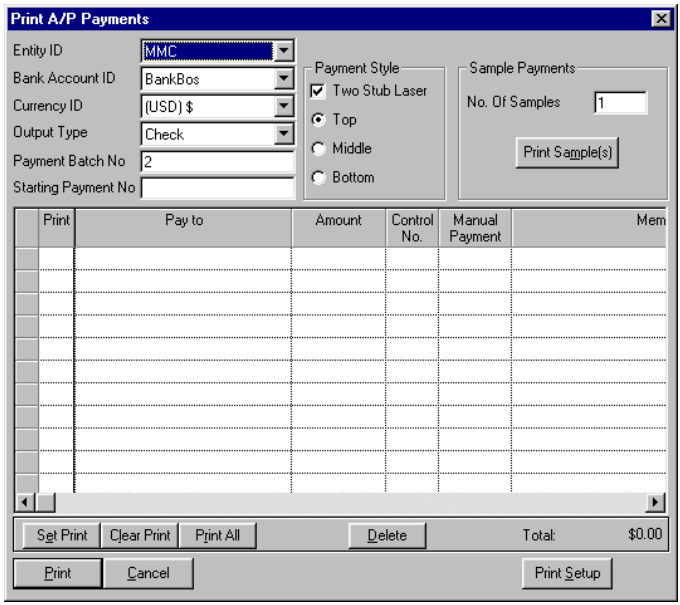
   Click the **View in Payment Currency** button to make the payment using the payment currency on the A/P Payment Entry window.

6. Click the **Save** toolbar button to save the information.

Printing Payments

1. Select **File, Print Payments** from the A/P Payment Entry menu.

   The Print A/P Payments dialog box appears.



   The Entity ID, Bank Account ID, Currency ID, Output Type, and Payment Batch Number all populate from the information you entered in A/P Payment Entry. You can override as necessary.

2. Enter your starting payment number in the Starting Payment field.

   If you are using preprinted checks enter the next check number.

3. Enter the payment style in the **Payment Style** group box.

   The payment style refers to the check type that you use. Your option are:

   Two Stub Laser - Click the **Two Stub Laser** check box to produce two check stubs along with the check.

   Top - Select this option to designate that your checks are at the top of the sheet.

   Middle - Select this option to designate that your checks are in the middle of the sheet.

   Bottom - Select this option to designate that your checks are at the bottom of the sheet.

4. Enter the sample information in the **Sample Payments** group box.

No. of Samples - Enter the number of samples you want to print.

Use this option to make sure that your checks are aligned properly.

Print Sample(s) - Click the **Print Sample(s)** button to print the number of samples you entered for a test print.

Be sure that your printer is connected properly and that the checks are aligned in the printer.

5. Click on each line to print in the Print column.
6. To edit payment line entries, use the Set Print, Clear Print, and Print All buttons to activate your request.

   Set Print - Select this option to set the line to print.

   Clear Print - Select this option to clear your original choice to print.

   Print All - Select this option to set the all lines to print.
7. Click the **Delete** button to delete a payment from the check run.
8. Click the **Print** button.

   If you select **Check**, VISUAL prints the check for you to view. If you select **File**, VISUAL generates the file and prompts you for a file name.

   When the checks finish printing, VISUAL displays a confirmation dialog box asking if the checks printed correctly. If the checks did not print correctly, this option provides the opportunity to reprint the payments.
9. Click the **Yes** button if the checks printed correctly or **No** if the checks did not print correctly.

   If you click **Yes**, VISUAL instructs you that the checks will be saved permanently if you continue.

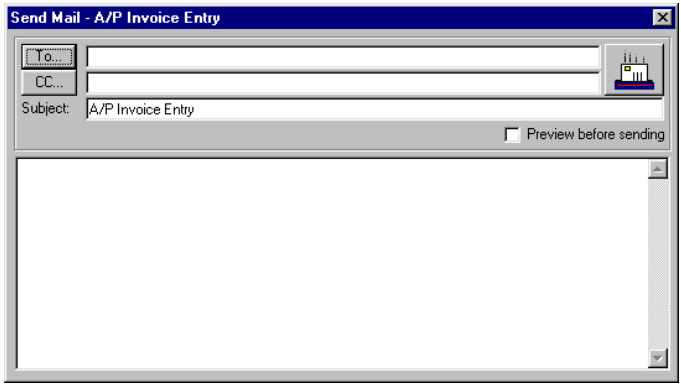
   If you click **No**, enter the last correct check number. VISUAL re-sends the checks to the printer to reprint.
10. Click the **Ok** button to continue, or **Cancel** to return to the A/P Payment Entry window.
11. If you click the **Ok** button, the Print Payment Ok dialog box appears.
12. To save payments permanently and proceed, click the **Yes** button. To go back, click the **No** button. To cancel, click on **Cancel**.

    VISUAL returns you to the A/P Invoice Entry window when you close out of the A/P Payment Entry window.

Sending and Receiving Infor VISUAL Enterprise/Financials Information

The **Send To** function allows you to electronically send information from an open Infor VISUAL Enterprise/Financials window to another Infor VISUAL Enterprise/Financials user. You can share elaborate work orders, schedules, purchase orders, customer orders, reports, invoices or payment information with associates that would otherwise have to either recreate the window through identical information entry or move to your workstation to view the window.

1. With the information you want to send open in the A/P Invoice Entry window, click the **Send To** toolbar button.
2. The Send Main - A/P Payment Entry dialog box appears.



3. Click the **To** button to enter the person to which the information will be sent, or enter the recipient's name in the field.
4. Click the **CC** button to copy of this message and attachment to others.
5. VISUAL automatically populates the Subject field with the window name, however you can edit this field if necessary.
6. Type your message in the space provided.
7. Select the **Preview Before Sending** check box to preview the message before it is sent.
8. Click the **Send** button when you are ready to send the information.
9. VISUAL automatically attaches the file you supplied in the A/P Invoice Entry window, along with the message you wrote in this dialog box to the person(s) listed in the To and/or CC fields.

Working with Notations

Notations (or notes, for short) are tools that allow you to attach free-form text to documents for **internal** purposes. Notations are arranged into entries, each having a date and time stamp. When you use notations, you either view, modify, add, or delete an entry. Each entry is numbered and shows in the upper right corner of the notation window.

- ❒ Notes are exclusively for internal use of your business. They do NOT appear on any outgoing paperwork.
- ❒ Individual note entries are automatically date/time stamped, and maintained as separate entries. This is different from specs, where you can modify the entire block of text at any point as a single object.

All notations in VISUAL function in the same way.

There are two types of notes associated with A/P Invoice Entry:

Voucher Notes - These are associated with the voucher as a whole. These are used for internal dialogs concerning this particular payable.

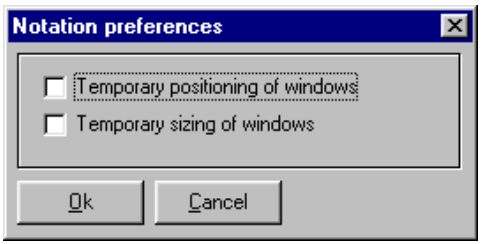
Vendor Notes - These are running notes associated with the current Vendor of the A/P Invoice/Voucher. If no vendor is selected, these notes are not active. These notes are not linked to any current A/P Invoice, but to the current vendor. Notes are often used for internal dialogs regarding vendors.

Notation Preferences

Notation preferences are associated with the positioning of the notation windows for use in the temporary positioning and sizing of the notation windows.

1. You can access the option by selecting **Notes**, **Notation Preferences** from the A/P Invoice Entry menu.

   The Notation preference dialog box appears.



2. Select any features that you want to apply.

Temporary Positioning of Windows - This allows you to position the notation dialog box on your screen while working with the current feature.

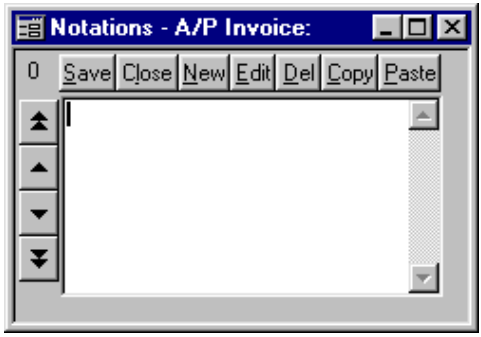
Temporary Sizing of Windows - This allows you to temporarily size the notation dialog box.

Adding Vendor and Voucher Notes

The vendor notes and voucher notes work basically the same. The difference between them is that vendor notes are tied to the vendor and voucher notes are tied to the A/P Invoice/Voucher. Notations entered for a vendor are tied to that vendor and are available when accessing that vendor. Likewise, the notes entered for a voucher only appear in the A/P Invoice in which they were written.

1. With the appropriate vendor or voucher open in the A/P Invoice Entry window, click the **Vendor Notes** (**F7** key) or **Voucher Notes** (**SHIFT**+**F7** key) toolbar button. You can also access these features by making your selection from the **Notes** menu.

   The Notations dialog box appears.



2. Click the **New** button to make a new entry.

   A line appears with the current system date and time for the entry. VISUAL assigns a number, located in the upper left corner of the window, to the note as you enter it as a method of tracking the entries.

3. Enter the appropriate note information.

   You can enter an unlimited amount of information. In addition, you can use the **Copy** and **Paste** button to insert text from other locations.

4. Click the **Save** button to save the note.

5. Click the **Close** button to close the Notations dialog box and return to the A/P Invoice Entry window.

Editing Notations

1. Use the navigation arrows to the left of the dialog box to move to the note entry you want to edit.

   The single up and down arrows move you one note at a time. The double up and down arrows display the first and last note entries respectively.

2. You can type over the text or click the **Edit** button.

   Make the necessary changes/revisions.

3. Click the **Save** button to save your changes/revisions.

4. Click the **Close** button to close the Notations dialog box and return to the A/P Invoice Entry window.

Deleting Notation Entries

1. Use the navigation arrows to the left of the dialog box to move to the entry you want to delete.

2. Click the **Del** button.

   An **X** appears next to the entry stating that the entry is marked for deletion.

3. Click the **Save** button to permanently remove the entry.

4. Click the **Close** button to close the Notations dialog box and return to the A/P Invoice Entry window.

Arranging Notes and Specs

You can use the Tile Notations/Specifications and Cascade Notations/Specifications commands available from the Notes menu to arrange the Voucher Notes and Vendor Notes windows. Using this option you can leave the notes windows open while you continue to work on the A/P Invoice Entry window.

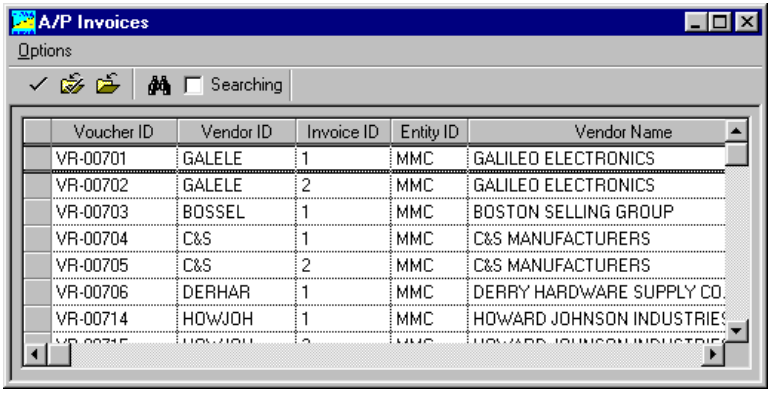
Working with the Invoice Entry Tables

The Invoice Entry tables contain a wealth of information about vouchers in your database. You can browse and search the tables. You can select any one of the tables by clicking the related field label button, for example Voucher ID, Vendor ID, Name, Vendor Invoice ID or Entity ID. The "Selecting the Voucher ID Table" section that follows details the basic procedures you use with each of the tables. Specific information for each of the tables follow.

Selecting the Voucher ID Table

To view one of the tables, click the button for the table you want to view. The example below shows the Invoice ID table. This table displays the features common to all of the tables.

These tables provide an excellent tool for finding information.


A/P Invoices
Options
Searching
Voucher ID
Vendor ID
Invoice ID
Entity ID
Vendor Name
VR-00701 GALELE 1 MMC GALILEO ELECTRONICS
VR-00702 GALELE 2 MMC GALILEO ELECTRONICS
VR-00703 BOSSEL 1 MMC BOSTON SELLING GROUP
VR-00704 C&S 1 MMC C&S MANUFACTURERS
VR-00705 C&S 2 MMC C&S MANUFACTURERS
VR-00706 DERHAR 1 MMC DERRY HARDWARE SUPPLY CO.
VR-00714 HOWJOH 1 MMC HOWARD JOHNSON INDUSTRIES

If the list contains both numeric and alpha characters, numeric characters appear first in the listing. Therefore, if the table list contains all of these types of characters, they appear in the following order: Numbered IDs first, Uppercase alpha character second, and then Lowercase.

After you have located the information you want, select the line by clicking on it. Then click the **Ok** button.

If you do not want to make a selection at this time click the **Cancel** button and VISUAL returns you to the A/P Invoice Entry window without making a selection.

Configuring the Line Item Table

VISUAL allows you to configure the line items within the tables as necessary. Using this feature, you can specify which columns to show or hide, column ordering, sizing, and naming. You can select **Configure Table** from the Options menu.

See Chapter 4, "Concepts & Common Features" for more information.

Showing/Hiding and Renaming Columns

The table contains a line for each column that appears in the table. The column name is the internal VISUAL column name and begins with the letters **col**. The name is usually close to the column's function and title.

The Attribute column controls the visibility of the columns, visible or hidden. Be careful not to hide any columns that are required by the program. If you hide a column required by the program, VISUAL issues an error message.

The Title column shows the text that appears in the column's header.

Moving Columns (Ordering)

You can move the columns by clicking the column and dragging horizontally to the position that you want. The table automatically scrolls, if necessary.

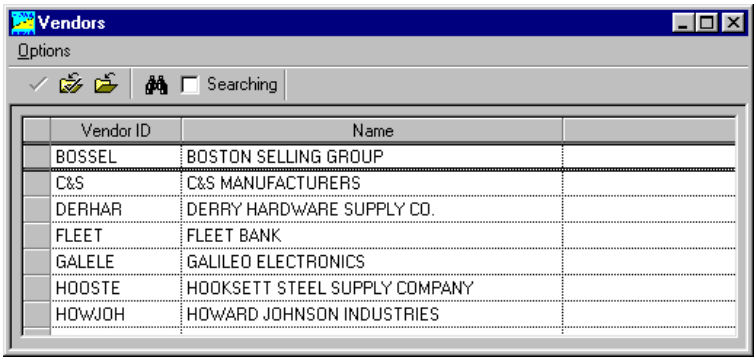
Resizing Columns

To change the size of the table column, place the cursor on the separator between two column headings and drag horizontally to the size that you want.

Viewing the Vendor ID Table

You can view the Vendor ID table by clicking on either the **Browse** button beside the Vendor ID field. Both of the tables contain the same information, the only difference is the order in which the information is displayed.

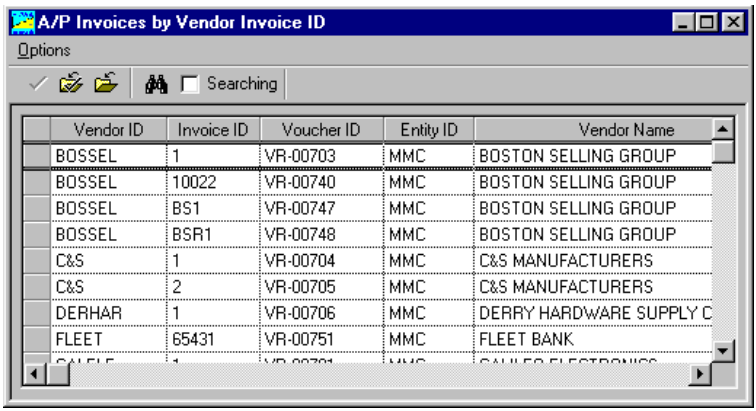
To search the table by ID, click the **Vendor ID** row header. To search by Name, click the **Name** row header. All of the features available in the Voucher ID table are available in these tables.



Viewing the Vendor Invoice ID Table

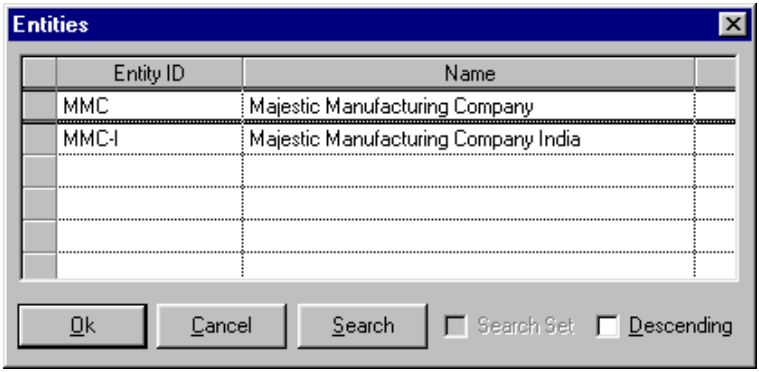
You can view the Vendor Invoice ID table by clicking the **Browse** button beside the Invoice ID field. All of the features available in the Voucher ID table are available in this table.

If you call a vendor up on the window, only that vendor's invoices display. If you do not select a vendor, all vendor's invoices populate the window.


A/P Invoices by Vendor Invoice ID
Options
Searching
Vendor ID
Invoice ID
Voucher ID
Entity ID
Vendor Name
BOSSEL 1 VR-00703 MMC BOSTON SELLING GROUP
BOSSEL 10022 VR-00740 MMC BOSTON SELLING GROUP
BOSSEL BS1 VR-00747 MMC BOSTON SELLING GROUP
BOSSEL BSR1 VR-00748 MMC BOSTON SELLING GROUP
C&S 1 VR-00704 MMC C&S MANUFACTURERS
C&S 2 VR-00705 MMC C&S MANUFACTURERS
DERHAR 1 VR-00706 MMC DERRY HARDWARE SUPPLY C
FLEET 65431 VR-00751 MMC FLEET BANK

Viewing the Entity ID Table

You can view the Entity ID table by clicking the **Browse** button beside the Entity ID field. This table displays all of the entities available for use.



Working with Uninvoiced Receipts

VISUAL automatically accrues any items that are received via the Purchase Receipt Entry in Infor VISUAL Financials. When you run the **Prepare Journals** function of the Costing Utilities, VISUAL creates a Purchase Journal for all items received. This journal creates a distribution, which when posted, debits the appropriate inventory or expense account (from the purchase order) and credits the Purchase Receipts Accrual account. The monetary value of this journal is based on the purchase order value at the time of receipt and the actual quantity received for the item.

The Purchase Receipts Accrual account accumulates the value of Receivers until the invoice from the vendor is entered into the database and is properly matched to its associated purchase receipt. It is important to remember that you must match vouchers to the Receiver for this account to be properly relieved for the value of the accrual. See Chapter 18 “Manufacturing Costing” for more information on the Purchase Journal.

To reconcile the Purchase Receipts Accrual account, you should print the Uninvoiced Purchase Receipts Detail report. This report provides information about the amount accrued for each line item detail. This lists by Purchase Order ID and Vendor, the Receiver ID, purchase order line number received, Part ID, received quantity, date received, the purchase order amount for the line and the amount accrued for this line, as well as the transaction Currency ID and transaction currency value. The report appears in system currency. The total on this report should balance with the total of the Purchase Receipts Accrual account in the General Ledger.

The other reports available include:

- ❒ Listing by vendor showing Purchase Order ID, Receiver ID and received date.
- ❒ Listing by Vendor and Order ID with order date, received date, purchase order status, order amount and accrued amount.

Printing Uninvoiced Receipt Detail Reports

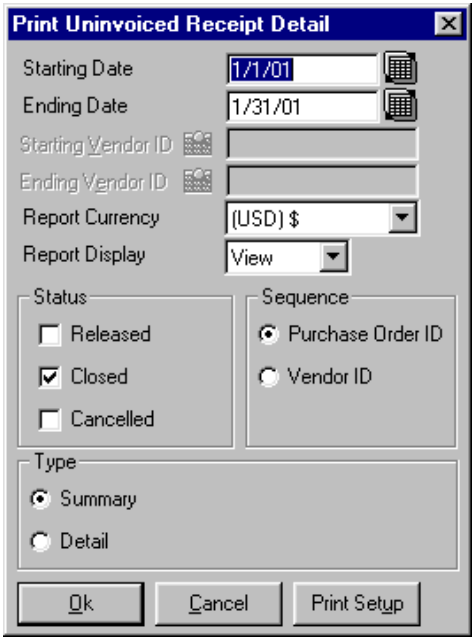
Reconciliation of the Purchase Receipts Accrual account is necessary to maintain proper balances. The Uninvoiced Receipts Detail report is necessary for this reconciliation, as it shows all Receivers that have not been matched to a voucher. This does not mean that an invoice has not been received for this item, just that it has not been matched and it still appears on the report.

The Uninvoiced Purchase Receipts Detail Report provides information concerning the amount accrued for each line item detail. The total on this report should balance with the total of the Purchase Receipts Accrual account in the General Ledger.

Follow this procedure to print a summary listing of all uninvoiced receipts:

1. Select **File**, **Print Uninvoiced Receipts Detail** from the menu.

   The Print Uninvoiced Receipts Detail dialog box appears.



2. Enter the following information in the Print Uninvoiced Receipt Detail.

   Starting Date - Click the **Calendar** button to select a starting date for the report, or enter the starting date in the field provided.

If you do not enter Starting or Ending Dates , VISUAL defaults to the beginning and ending dates of the current period. You can blank out the dates and create a report to include all Uninvoiced Receipts of any date.

Ending Date - Click the **Calendar** button to select an ending date for the report, or enter the ending date in the field provided.

If you do not enter Starting or Ending Dates , VISUAL defaults to the beginning and ending dates of the current period. You can blank out the dates and create a report to include all Uninvoiced Receipts of any date.

3. Select one of the following sort options in the **Sequence** group box.

   Purchase Order ID - Select this option to sort uninvoiced receipts by purchase order ID.

   Vendor ID - Select this option to sort uninvoiced receipts by Vendor ID.

   If you choose Vendor ID, the Starting and Ending Vendor ID fields become active. Click the **Browse** button to enter the appropriate Vendor ID in each field, or enter the Vendor IDs in the fields provided.

4. Click the down arrow beside the Report Currency field to select a report currency ID from the list, if necessary.

5. Click the down arrow beside the Report Display field to select one of the following output options for the report.

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and print if you want a hard copy.

   File - Select this option to save the Uninvoiced Receipts Report to a text file.

   When you click the **Ok** button, the Print to File dialog box appears asking you to specify a destination directory and a filename. If you do not specify a destination, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG). Select the **Include field names on first output line** check box if you want to output column labels. Click **Ok** and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

E-mail - Select this option to send the report as an .RTF file attachment through your electronic mailing system.

6. Select all check boxes that apply in the **Status** group box.

   Released - Select this option to include released orders in the report. A Released status refers to orders that are active, ready for receipt or not yet fully received.

   Closed - Select this option to include closed orders in the report. Closed orders are considered completed, or fully received.

   Cancelled - Select this option to include cancelled orders in the report. Cancelled orders will never be received.

7. Select the type of report that you want to print in the **Type** group box.

   The **Summary Report** includes Purchase Order ID, Vendor ID, Order Date, Received Date, Status, Order Amount, and Accrued Amount. The report provides grand totals.

   The **Detail Report** includes Order ID, Vendor ID, Order Date, Received On Date, and Status. It lists detail information for lines including: Order Quantity, Received Quantity, Part ID or Service ID, Discounted Unit Price, Fixed Charge, Order Amount, Accrued Amount, and Receiver ID. The report provides order totals as well as grand totals.

8. Click the **Ok** button to create the report.

   VISUAL prints the report.

   To view an example of the Uninvoiced Receipt Detail report, refer to “Reports” in Appendix A of this manual.

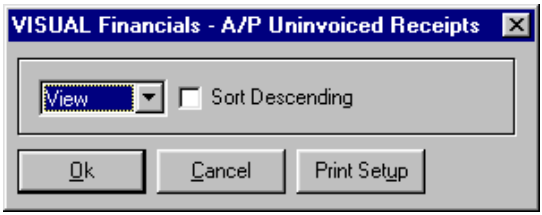
Printing Uninvoiced Receipt Reports

The Uninvoiced Receipt Report is a brief summary list of all uninvoiced receivers by Vendor ID or Purchase Order ID. It contains the Vendor ID, Vendor Name, Purchase Order Number, Receiver ID and Date Received. The report does not provide amounts; it lists receivers that have not been matched to their respective invoices.

Follow this procedure to print a summary listing of all uninvoiced receipts:

1. Select **File**, **Print Uninvoiced Receipts** from the menu.

   The A/P Uninvoiced Receipts dialog box appears.



2. Click the down arrow to choose an output option for the report.

   Print - Select this option to output the file to a printer. VISUAL sends the file to the selected default printer in Printer Setup. When the Print dialog box appears, click on **Ok**.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and print if you want a hard copy.

   File - Select this option to save the Uninvoiced Receipts Report to a text file.

   When you click on **Ok**, the Print to File dialog box appears.

   Specify the destination directory and filename in the Filename field. If you do not specify a destination, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG). Click the **Include field names on first output line** check box if you want to output column labels. Click **Ok** and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

   E-mail - Select this option to send the report as an .RTF file attachment through your electronic mailing system.

3. If you want the report to print Vendor Receivers in descending order click the **Sort Descending** check box.

4. Click the **Print Setup** button to modify printer options.

   Click on **Ok** to create the report.

   VISUAL prints the report.

   To view an example of the Uninvoiced Receipt Report, refer to "Reports" in Appendix A of this manual.

Printing the A/P Reports

Printing reports is the most efficient way to review your work. By printing reports you are able to verify the accuracy of transactions before you permanently post to the General Ledger. VISUAL allows you to create an output file, print to your monitor (view), or output the file to a printer.

You can print the following VISUAL reports to print. The choices are available from the File menu of the A/P Invoice Entry window:

- ❒ Aged Payables Report
- ❒ Vendor History Report
- ❒ G/L Transactions Report

If you have VAT and/or Intrastat enabled on your system, the following reports are also available for output:

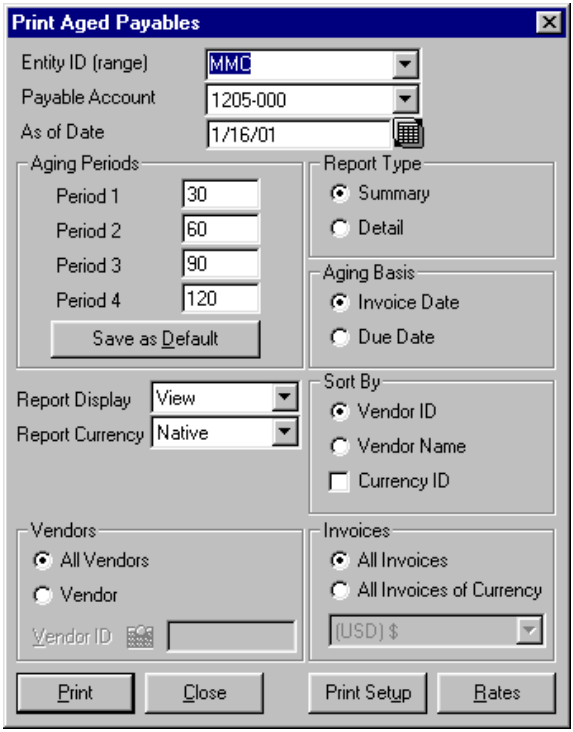
- ❒ VAT Report
- ❒ Intrastat Report

Printing the Aged Payables Report

The Aged Payables Report is a valuable reconciliation tool to verify transactions against the General Ledger. You can also use to determine when monies are owed to vendors and how much is owed. A summary or detail version of the report is available. The summary report shows how much is owed to each vendor and is broken down into different aging brackets (i.e., current, over 30,60,90 days). The detail report additionally provides invoice information.

1. Select **File**, **Print Aged Payables** from the menu.

   The Print Aged Payables dialog box appears.



2. Enter the following information in the Print Aged Payables dialog box.

   Entity ID (range) - Click the down arrow to select an Entity ID from the list, if necessary, or enter the Entity ID in the field provided.

   You can separate the Entity ID ranges with a "," (comma) or a "/" (slash). These are wildcard characters that you can use to specify the print result.

Payable Account - Click the down arrow to select a Payable account from the list, or leave the default. Only payables that post to this account appear on the report.

As of Date - Click the **Calendar** button to select a date for the payables you want to appear on the report, or enter the date in the field provided.

If you specify a date VISUAL displays only invoices open on or before that particular date. You can also accept the default date of the current system date, which shows all open invoices to date.

3. Specify the aging periods in the **Aging Periods** group box.

   The Aging Periods allows you to set how this report shows invoices. The defaults are aging periods of 30, 60, 90 & 120 days. The number you specify signifies the number of days the invoice is considered past due based on the aging basis.

   Click the **Save As Default** button to permanently save the Aging Periods you specify.

4. Click the down arrow beside the Report Display field to select one of the following output options from the list.

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

   File - To save the report to a text file. When you click the **Ok** button, the Print to File dialog box appears requesting the destination directory and filename. If a destination is not specified, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

   Click the **Include field names on first output line** if you want to output column labels.

   Click the **Ok** button and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

   E-mail - Select this option to send the report as an .RTF attachment through your electronic mailing system.

5. Click the down arrow beside the Report Currency field to select a Report Currency ID from the list.

   You can print the report in Customer Currency, System Currency, Native Currency or any Tracking Currency.

6. Select one of the following vendor options in the **Vendors** group box. Use this prompt in conjunction with the Invoices setting, where you can print all invoices or all invoices of a specific currency.

   All Vendors - Select this option to include all vendors in the report.

   Vendor - Select this option to include a specific vendor in the report.

   If you select Vendor, the Vendor ID field becomes active. Click the **Browse** button beside the Vendor ID field to select a vendor from the list, or enter the Vendor ID in the field provided.

7. Enter the following information in the **Report Type** group box.

   Summary - Select this option to print a line total for each customer.

   Detail - Select this option to print all open invoices for each customer.

8. Enter the following information in the **Aging Basis** group box.

   Invoice Date - Select this option to print the age of invoices based on the invoice date.

   Due Date - Select this option to print the age of invoices based on the due date.

9. Enter the following information in the **Sort By** group box.

   Vendor ID - Select this option to sort your report by Vendor ID.

   Vendor Name - Select this option to sort your report by Vendor Name.

   Currency ID - Select this check box to apply a secondary sort by Currency ID. For example, a selection of Vendor ID and Currency ID would result in a printout sorted first by Vendor ID, then by Currency ID.

10. Enter the following information in the **Invoices** group box.

    All Invoices - Select this option to print all invoices of any currency.

    All Invoices of Currency - Select this option to print all invoices of a specific currency.

    When you select the All Invoices of Currency option, you must select a Currency ID from the drop down list.

11. Click the **Rates** button to view and/or select rates on a specified date.

    Click the **Print Setup** button to modify printer options.

    Click the **Print** button to output the information.

If you selected **Print** as the output, a standard Windows Print dialog box appears.

12. Make the appropriate selections then click the **Ok** button.

    The Aged Payables Report prints.

    To view an example of the Aged Payables Report, refer to "Reports" in Appendix A of this manual.

Printing the Vendor History Report

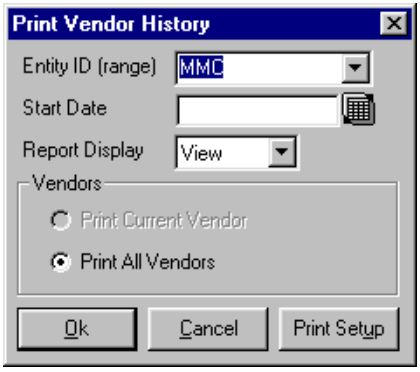
The Vendor History Report provides you with payment and invoice histories for all activities on your vendors.

1. If you want to print a specific vendor for the report, enter the vendor in the A/P Invoice Entry window.

   If you want the Vendor History report to consist of all your vendors, there is not need to select a vendor.

2. Select the **File**, **Print Vendor History** option from the A/P Invoice Entry menu.

   The Print Vendor History dialog box appears.



3. Click the down arrow beside the Entity ID (range) field to select an Entity ID from the list.

4. Click the **Calendar** button beside the Start Date field to select a start date, or enter the start date in the field provided.

   The date you specify determines when the history that appears on the report will begin. If this field is left blank, VISUAL supplies a complete history.

5. Click the down arrow beside the Report Display field to select one of the following output types from the list.

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

   File - To save the report to a text file. When you click on **Ok**, the Print to File dialog box appears.

Specify the destination directory and filename in the Filename field. If a destination is not specified, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

Click the **Include field names on first output line** if you want to output column labels.

Click **Ok** and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

E-mail - Select this option to send the report as an .RTF attachment through your electronic mailing system.

6. Enter one of the following options in the **Vendors** group box.

   Print Current Vendor - Select this option to print vendor history on the vendor currently selected in the A/P Invoice Entry window.

   Print All Vendors - Select this option to print vendor history of all vendors in the database.

7. Click the **Print Setup** button to modify printer options.

8. Click the **Ok** button to print the report.

   The report prints.

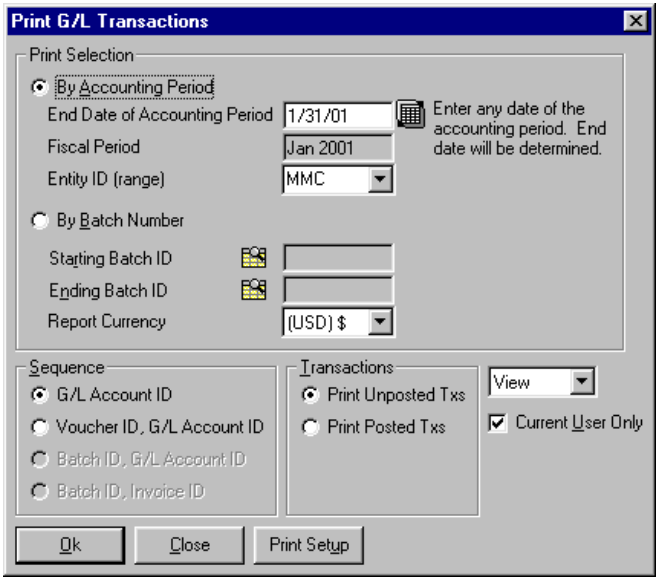
   To view an example of the Vendor History report, refer to “Reports” in Appendix A of this manual.

Printing the G/L Transaction Report

The G/L Transactions Report provides invoice activity to the G/L by accounting period or batch. You have the option of printing posted or unposted transactions. This allows you to print unposted transactions to review them before posting them to the ledger. You can also use this report to detail postings within a particular batch or accounting period.

1. Select **File**, **Print G/L Transaction** option from the menu.

   The Print G/L Transaction dialog box appears.



2. Select one of the following options from the **Print Selection** group box.

   By Accounting Period - Select this option to print G/L Transactions by accounting period (time period).

   By Batch Number - Select this option to print G/L Transactions by batch number (range of single batch IDs). This option is only available when you are printing posted transactions.

3. If you requested transactions by Accounting Period, enter the following information:

   End Date of Accounting Period - Click the **Calendar** button to select any date within the accounting period, or enter the end date in the field provided.

   VISUAL determines the last date of the accounting period, and displays the month and year when you tab out of the field.

Entity ID (range) - Click the down arrow to select an Entity ID from the list, or enter the Entity ID in the field provided.

4. If you choose **Batch ID** (for posted transactions only), enter the following information.

   Starting Batch ID - Click the **Browse** button to select a starting batch ID from the list, or enter the starting batch ID in the field provided.

   If you want a single batch, enter that Batch ID in both fields.

   If you want the report to include all batches, leave both fields blank.

   If you specify a Batch ID in the Starting field and leave the Ending field blank, VISUAL begins the report with the Starting Batch and prints all subsequent batches.

   Ending Batch ID - Click the **Browse** button to select a ending batch ID from the list, or enter the ending batch ID in the field provided.

   If you want a single batch, enter that Batch ID in both fields.

   If you want the report to include all batches, leave both fields blank.

   If you specify a Batch ID in the Starting field and leave the Ending field blank, VISUAL begins the report with the Starting Batch and prints all subsequent batches.

5. Click the down arrow beside the Currency ID field to select a Currency ID from the list.

6. Enter one of the following options in the **Sequence** group box.

   G/L Account ID - Select this option to sort the report by G/L Account ID.

   Voucher ID, G/L Account ID - Select this option to sort the report by Voucher ID and G/L Account ID.

   Batch ID, G/L Account ID - Select this option to sort the report by Batch ID and G/L Account ID. This option is only available when printing the report by batch number.

   Batch ID, Invoice ID - Select this option to sort the report by Batch ID and Invoice ID. This option is only available when printing the report by batch number.

7. Enter one of the following options in the **Transactions** group box.

   Print Unposted Txs - Select this option to print unposted transactions.

   Print Posted Txs - Select this option to print posted transactions.

8. Click the down arrow to select one of the following output types from the list.

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

   File - To save the report to a text file. When you click on **Ok**, the Print to File dialog box appears requiring you to enter a destination directory and filename. If a destination is not specified, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

   Click the **Include field names on first output line** if you want to output column labels.

   Click the **Ok** button and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

   E-mail - Select this option to send the report as an .RTF attachment through your electronic mailing system.

9. Select the **Currency User Only** check box to view G/L transactions that were created only by the user.

   Leave the check box unchecked to view all user G/L transactions.

10. Click the **Print Setup** button to modify printer options.

11. Click the **Ok** button to activate the print option.

    VISUAL prints the G/L Transactions report.

    To view an example of the G/L Transactions report, refer to “Reports” in Appendix A of this manual.

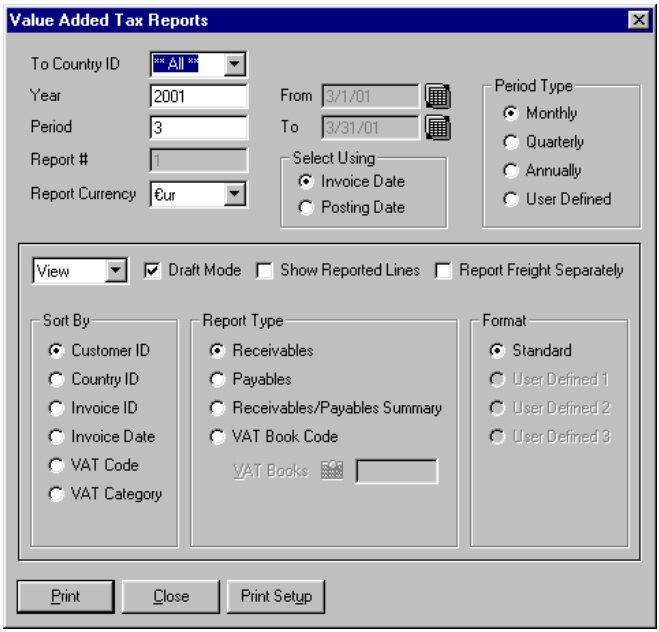
Printing VAT Reports

VAT (Value Added Tax) reports are specific to European manufacturers who sell goods within Europe. VAT applies to goods sold within a given country, not goods leaving or entering the country.

VAT is usually product-related rather than destination-related. Since the United States relies on different form of sales tax, the Sales Tax Group Maintenance feature in Infor VISUAL Financials is disabled when the VAT option is enabled in Application Global Maintenance.

1. From the Accounts Payable Invoice Entry window, select **File**, **Print VAT Reports** from the menu.

   The Value Added Tax Reports window appears.



2. Enter the information in the following fields.

   To Country ID - Click the down arrow to select the Country ID from the list, or enter the Country ID in the field provided.

   VISUAL defaults to print all country IDs.

   Year - Enter the year you are reporting.

   Period - Enter the reporting period that works in conjunction with reporting type.

Report # - Enter the next sequential report number to use. You can enter any report number that has already been created. VISUAL automatically assigns the report number to one at the beginning of the new year.

If you assigned automatic numbering in Application Global Maintenance, VISUAL automatically populates this field using the settings you requested.

Report Currency - Click the down arrow to select the report currency from the list.

From/To - This field indicates the date range of the reporting period.

Depending on what you choose in the **Period Type** group box (discussed in step 4) determines whether or not you have the option to select a date range. The **Monthly**, **Quarterly**, and **Yearly** selections are preset dates that VISUAL automatically populates in the From/To field. However, if you choose the **User Defined** radio button, you must select the date range for the reporting period.

To select a date range, click the **Calendar** button beside the appropriate field to select the date you want, or enter the date in the field provided.

3. Enter one of the following options in the **Select Using** group box.

   Invoice Date - Select this option to include transactions using the From/To field based on the invoice date.

   Posting Date - Select this option to include transactions using the From/To field based on the posting date.

4. Enter one of the following options in the **Period Type** group box. VISUAL automatically populates the dates in the From/To field for Monthly, Quarterly, and Annually selections.

   Monthly - Select this option to print a monthly VAT report.

   Quarterly - Select this option to print a quarterly VAT report.

   Annually - Select this option to print an annual VAT report.

   User Defined - Select this option to print the VAT report using specific dates in the From/To field.

5. Click the down arrow to select the type of output for this report.

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click on **Ok**.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

File - To save the report to a text file. When you click on **Ok**, the Print to File dialog box appears.

Specify the destination directory and filename in the Filename field. If a destination is not specified, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

Click the **Include field names on first output line** if you want to output column labels.

Click **Ok** and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

E-mail - Select this option to send the report as an .RTF attachment through your electronic mailing system.

6. Select any of the check boxes that apply to this report.

   Draft Mode - If you do NOT want to commit any reports to the database, click the **Draft Mode** check box.

   In Draft mode, you can create a scenario to see what the line item quantity would be when you change the reporting frequency. This mode also allows you to print a report and makes sure all the necessary data is there.

   When you generate this report, VISUAL flags all of the lines included in the report (according to the specifications) on the database as reported. You can only request this report once. VISUAL does allow a "work around" to this one-time only report. Request to rerun the report in "draft mode." If you request to run the report in draft mode (after the report has initially been run) click on the **Show Reported Lines** option.

   You may want to incorporate a procedure to use the Draft mode to confirm accuracy prior to running the actual reports.

   Show Reported Lines - If you request to run the report in draft mode (after the report has initially been run) click on the **Show Reported Lines** option to print reported lines.

   Report Freight Separately - Select this check box to print freight separately.

7. Specify what type of order to print your VAT report by selection one of the following options in the **Sort By** group box. Choose from Customer ID, Country ID, Invoice ID, Invoice Date, VAT Code, and VAT Category.

8. Choose the type of transactions you want to print for your report in the **Report Type** group box. Choose from one of the following options: Receivables, Payables, Receivables/Payables Summary, and VAT Book.

If you select the VAT Book option, you must also supply VISUAL with the VAT Book by clicking the **Browse** button beside the VAT Book field, or entering the VAT Book in the field provided.

9. Enter one of the following support formats in the **Format** group box.

   Standard - Select this option to print the VISUAL standard format for this report. For an example of this report, refer to "Reports" in Appendix A of this manual.

   User Defined 1/2/3 - Select this option to print a user defined format. These options are not available if you have not created a format.

   VISUAL uses .QRP files to define formats as follows: Note: x is 1, 2, or 3

   VAT Payables/Payables VAT Book: VFVATPUx.QRP.

   VAT Receivables/Receivables VAT Book: VFVATRUx.QRP.

   VAT Summary: VFVATSUx.QRP.

10. Click the **Print Setup** button to modify printer settings.

11. Click the **Print** button to output the report.

    Click the **Close** button to exit this dialog box without printing the VAT report.

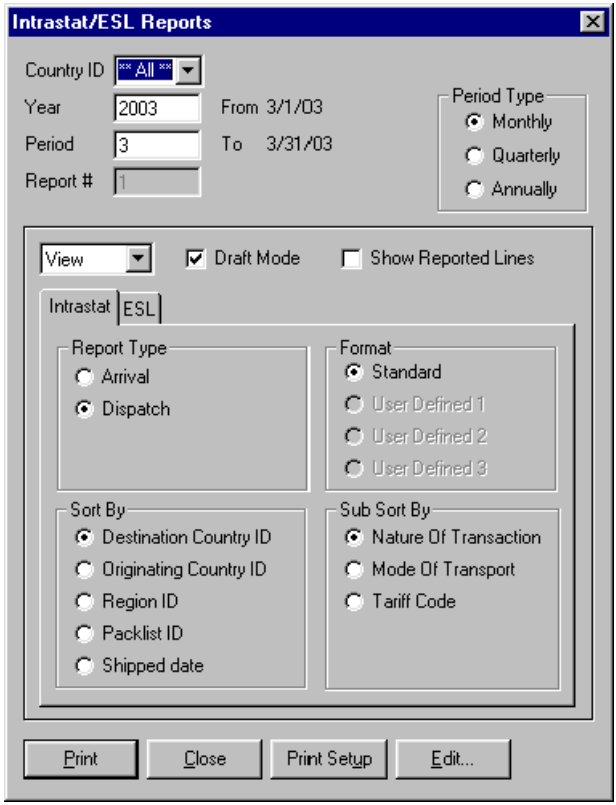
Printing Intrastat Reports

Intrastat reports are specific to European manufacturers that sell products outside Europe. The European Community (EC) requires that goods sold and manufactured in Europe be tracked so that their origin and destination are recorded in some permanent way. Each manufacturer and distributor of goods must report items sold and distributed, where they were manufactured or obtained, and where they were sent, including intermediate distribution points, when the origin or destination is outside of the country where the manufacturer or distributor resides. Only VAT registered companies are required to provided Intrastat information. Intrastat uses the Country IDs to track good movements, allowing only those goods that have been sold to outside countries to appear on the Intrastat report.

You can also print ESL (European Sales List) reports from this option. ESL reports are a VAT report that is based on good reported under Intrastat.

1. From the A/P Invoice Entry window, select **File**, **Print Intrastat Reports** from the menu.

   The InstrastatESL Reports dialog box appears.



2. Enter the appropriate information in the following fields:

   Country ID - This option exists to view data by country. For dispatches, the country selected is the *to* county. For arrivals, the country selected is the *from* country.

   Click the down arrow to select a Country ID, or enter the Country ID in the field provided. VISUAL defaults to all countries.

   Create Country IDs in Application Global Maintenance.

   Year - Enter the reporting year.

   Period - Enter the reporting period. The reporting period reflects the date range of the report.

   Report # - Enter the next sequential report number to use. You can enter any report number that has already been created. VISUAL automatically assigns the report number to one at the beginning of the new year. Set the report sequence number in Application Global.

   Period Type - Select the appropriate period type: Monthly, Quarterly, or Annually.

   The period and year default to the date range of the current date. You can only change the Period Type in draft mode.

3. Select one of the following output types from the drop down list.

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click on **Ok**.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

   File - To save the report to a text file. When you click on **Ok**, the Print to File dialog box appears.

   Specify the destination directory and filename in the Filename field. If a destination is not specified, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

   Click the **Include field names on first output line** if you want to output column labels.

   Click **Ok** and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

   E-mail - Select this option to send the report as an .RTF attachment through your electronic mailing system.

4. Enter any of the following check boxes that apply.

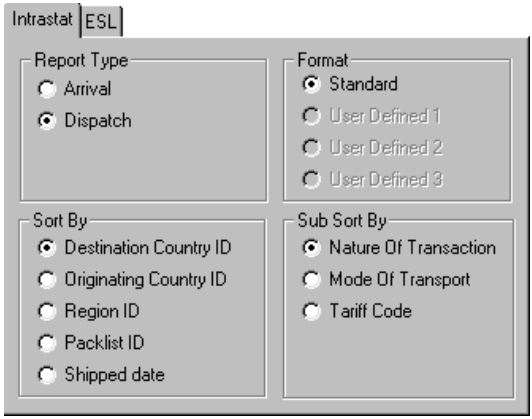
Draft Mode - If you do NOT want to commit any reports to the database, click the **Draft Mode** check box.

In Draft mode, you can see what the line item quantity would be if the reporting frequency were changed. This mode also allows the user to print a report and make sure all the necessary data is there. You can also edit Intrastat information using the **Edit** button. Refer to step 8 for more information.

Show Reported Lines - If you request to run the report in draft mode (after the report has initially been run) click on the **Show Reported Lines** option to print reported lines.

5. Select the Intrastat tab, if necessary.

   The Intrastat information appears.



6. Enter the following information in the Intrastat tab.

   Report Type - Select either Arrivals or Dispatches.

   VISUAL offers an edit option that allows you to choose which statistics will be required for reporting purposes.

   Format - Reporting supports the following user defined formats:

   Intrastat Arrival: VFISTAUx.QRP where x is 1, 2, or 3.

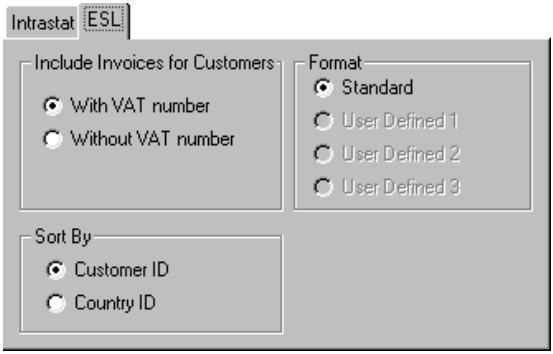
   Intrastat Arrival: VFISTDUx.QRP where x is 1, 2, or 3.

   Sort By - You can sort by Destination Country, Originating Country, Region ID, Packlist/Receiver ID, or Received/Shipped Date.

   Sub Sort By - You can further sort by Nature of Transaction, Mode of Transport, or Tariff Code.

7. Select the **ESL** tab.

   The ESL information appears.



8. Enter the following information in the ESL tab.

   Include Invoices for Customer - Select to include customers with a VAT number, or customers without a VAT number in the report.

   Sort By - Choose to sort your report by Customer ID, Country ID.

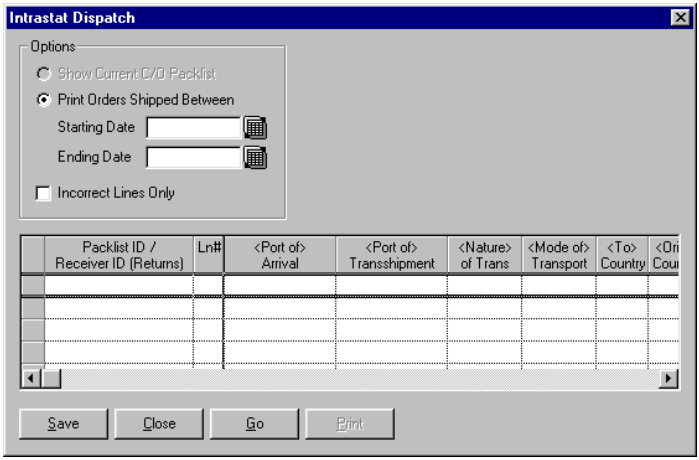
   Format - Select either the standard VISUAL format, or one of the three user-defined formats, if applicable.

   Reporting supports the following user defined formats:

   VISUAL uses the following qrp file for printing arrival intrastat reports: VFESLUDx.QRP where x is 1, 2, or 3.

9. Click the **Edit** button to make any necessary changes to the packing lists before printing.

   The Intrastat Dispatch dialog box appears.



10. To edit information, click in the field you want to edit, or double-click the column header to make your selection.
11. When you are finished editing, click the **Save** button.
12. Click the **Close** button to exit the Intrastat Dispatch dialog box and return to the Intrastat/ESL Reports dialog box.
13. Click the **Print Setup** button in the Intrastat/ESL Reports dialog box to modify printer settings.
14. Click the **Print** button to print the report.

    VISUAL prints the report. To view an example of the Intrastat report, refer to "Reports" in Appendix A of this manual.

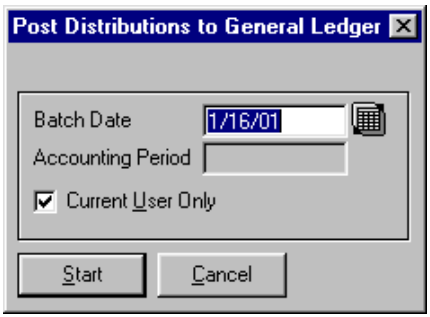
    Click the **Close** button to exit this dialog box without printing the Intrastat report.

Posting A/P Vouchers to the G/L

After you have verified that your voucher entries are correct, you must post them to the General Ledger. DO NOT post to the General Ledger if any vouchers are incorrect, need to be modified or voided.

1. Select **File**, **Post to G/ L** from the A/P Invoice Entry menu.

   The Post Distributions to General Ledger dialog box appears.



2. Enter the following information in the dialog box.

   Batch Date - The Batch date field automatically populates with the current system date. To change the date, click the **Calendar** button, or enter the date in the field provided.

   All unposted vouchers dated up to and including the Batch date are posted.

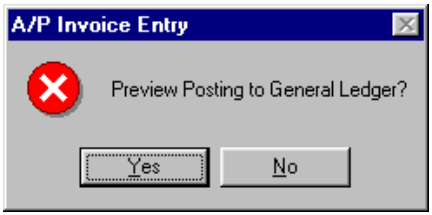
   Accounting Period - VISUAL automatically determines the month and year when you tab out of the Batch Date field.

   Current User Only - Select this check box to post only your A/P Vouchers.

   Leave the **Current User Only** option unchecked to post all A/P Vouchers.

3. Click the **Start** button to begin the posting process.

   A dialog box appears asking if you want to preview the posting to the General Ledger.



4. Click the **Yes** button to display the Print G/L Transactions dialog box to activate the print request.

   You can direct the output to the screen, a printer or an external file.

   After outputting the transactions, click **Close** to disable the dialog box.

   Click the **No** button while on the Print G/L Transactions dialog box to proceed with the posting without viewing, printing, or outputting the transactions first.

   VISUAL re-displays the Post to General Ledger dialog box.

5. Click the **Yes** button to post the transactions or click the **No** button to stop the process. Stopping the process allows you to go back and make corrections, if necessary.

   VISUAL informs you of which batch(es) it processes.

   If VISUAL detects an error during the posting, a message displays. You can return to the A/P Invoice Entry window and resolve the problem. If the posting is successful, a dialog box appears asking if you want to print the batch(es). Either way, the A/P Voucher transactions are posted to the General Ledger.

Chapter 26

Payment Scheduling

Payment Scheduling

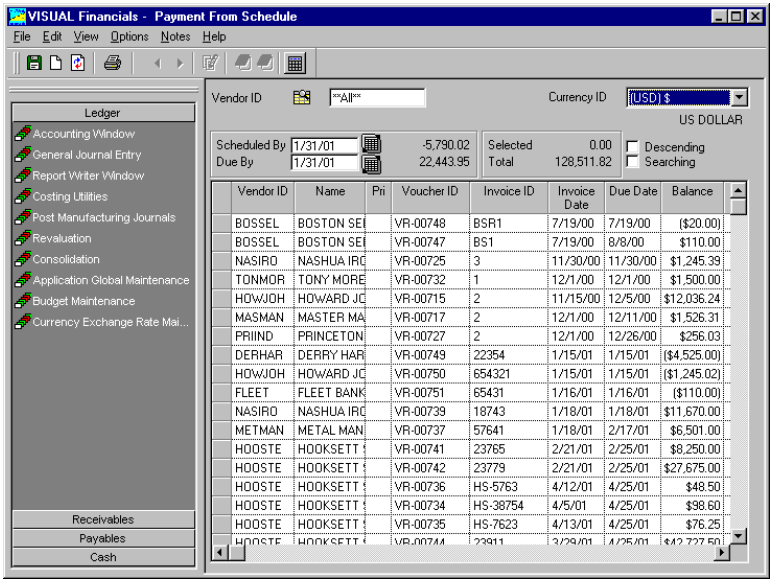
The Payment Scheduling option in Infor VISUAL Financials incorporates some of the features found in the A/P Payment Entry and A/P Invoice Entry windows. This allows you to access commonly used features within one window. You can view invoices before payment is made, reschedule payments, change the status of a payment, write payments through the A/R Payment Entry window, and print associated reports in the Payment Scheduling window.

Accessing the Payment From Schedule Window

The Payment From Schedule window is accessible from the VISUAL main menu.

Select **Payables**, **Payment Scheduling** from the VISUAL main menu.

The Payment From Schedule window appears.


VISUAL Financials - Payment From Schedule
File Edit View Options Notes Help
Ledger
Accounting Window
General Journal Entry
Report Writer Window
Costing Utilities
Post Manufacturing Journals
Revaluation
Consolidation
Application Global Maintenance
Budget Maintenance
Currency Exchange Rate Mai...
Receivables
Payables
Cash
Vendor ID
All
Currency ID
[USD] $
US DOLLAR
Scheduled By 1/31/01
Due By 1/31/01
-5,790.02
22,443.95
Selected 0.00
Total 128,511.82
Descending
Searching
Vendor ID Name Pri Voucher ID Invoice ID Invoice Date Due Date Balance
BOSSEL BOSTON SE VR-00748 BSR1 7/19/00 7/19/00 ($20.00)
BOSSEL BOSTON SE VR-00747 BS1 7/19/00 8/8/00 $110.00
NASIRO NASHUA IRC VR-00725 3 11/30/00 11/30/00 $1,245.39
TONMOR TONY MORE VR-00732 1 12/1/00 12/1/00 $1,500.00
HOWJOH HOWARD JC VR-00715 2 11/15/00 12/5/00 $12,036.24
MASMAN MASTER MA VR-00717 2 12/1/00 12/11/00 $1,526.31
PRIIND PRINCETON VR-00727 2 12/1/00 12/26/00 $256.03
DERHAR DERRY HAR VR-00749 22354 1/15/01 1/15/01 ($4,525.00)
HOWJOH HOWARD JC VR-00750 654321 1/15/01 1/15/01 ($1,245.02)
FLEET FLEET BANK VR-00751 65431 1/16/01 1/16/01 ($110.00)
NASIRO NASHUA IRC VR-00739 18743 1/18/01 1/18/01 $11,670.00
METMAN METAL MAN VR-00737 57641 1/18/01 2/17/01 $6,501.00
HOOSTE HOOKSETT VR-00741 23765 2/21/01 2/25/01 $8,250.00
HOOSTE HOOKSETT VR-00742 23779 2/21/01 2/25/01 $27,675.00
HOOSTE HOOKSETT VR-00736 HS-5763 4/12/01 4/25/01 $48.50
HOOSTE HOOKSETT VR-00734 HS-38754 4/5/01 4/25/01 $98.60
HOOSTE HOOKSETT VR-00735 HS-7623 4/13/01 4/25/01 $76.25

Rescheduling Payments

The Reschedule Payment option allows you to edit payment scheduling on vouchers before payment runs.

When you create a voucher, you assign a payment status, either **Pay** or **Hold**, however, you can override the status of a voucher when you reschedule the payment if you decide to change how these vouchers are to be paid.

You can reschedule payments manually, or automatically using the Reschedule Payment window.

Automatically Rescheduling Payments

1. To reschedule payments for vouchers from a specific vendor, click the **Browse** button beside the Vendor ID field to select a Vendor ID from the list, or enter the Vendor ID in the field provided.

   By default, the Vendor ID is ****ALL****.

2. Select the vouchers you want to reschedule.

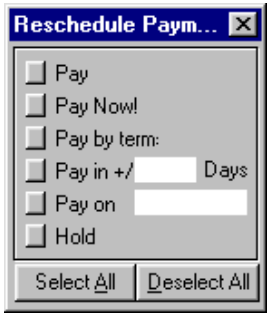
   If you want to reschedule payment for all vouchers in the table, you do not have to select any rows.

3. Click the down arrow beside the Currency ID field to select a Currency ID from the list.

   VISUAL makes the payment in the currency that you select.

4. Click the **Reschedule Payments** toolbar button, or select **View**, **ReScheduling Tool** from the Payment From Schedule menu.

   The Reschedule Payment window appears.



   You can move the Reschedule Payment window anywhere on your screen and leave this window open while working on the Payment From Schedule window.

5. Select the option or options that you want from the **Reschedule Payments** dialog box. These options automatically manipulate the Payment Schedule.

   Pay - Marks the selected items for payment.

   Pay now! - Removes the pay date setting to pay immediately.

   Pay by term - Adds ability to reset payment date to terms for all invoices which missed the discount days.

   Pay in +/- ___ days - By placing a value in this field, VISUAL adjusts the payment date accordingly for each invoice selected. This option applies to invoices only, not credit memos.

   Pay on - Allows you to reset an invoice to be assigned a specific due date.

   Hold - Place the selected invoice on hold.

   Select All - Highlights (globally) every line item in the schedule for possible manipulation.

   Deselect All - Causes the highlighted line items to be deselected.

6. Turn off the Reschedule Payments dialog box by clicking the **X** in the top right corner or select **View**, **Rescheduling Tool** option from the menu.

Manually Rescheduling Payments

Use this function to reschedule payment runs at this moment.

1. Click the **Browse** button beside the Vendor ID field to select a Vendor ID, or enter the Vendor ID in the field provided.

   By default, the Vendor ID is ALL.

   VISUAL lists only the vouchers for a selected vendor.

2. Click the down arrow beside the Currency ID field to select a Currency ID from the list.

   VISUAL makes the payment in the currency that you select.

3. Select the appropriate check box in the **Pay** column to pay the voucher, or deselect the check box to put a hold on the voucher.

   You can also select the voucher(s), then select **Edit**, **Set Pay Status**, or **Set Hold Status** from the menu.

4. Use the scroll buttons to find the **Pay Date** column in the table. Enter the pay date for the invoice in the appropriate Pay Date field.

   If you leave the field blank, VISUAL pays the full amount on the date entered in the **Pay Date** column.

This is useful if there are invoices that you want to pay on specific dates.

5. Enter an authorized payment amount in the **Auth Payment** column.

   An authorized payment instructs VISUAL to pay a specific amount allowing you to make partial payments against invoices.

   If you leave the field blank, VISUAL pays the entire amount.

6. Click the **Save** toolbar button.

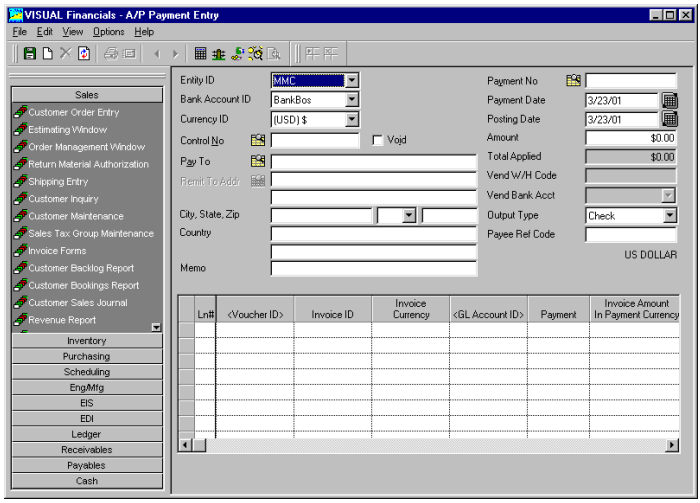
   If you are individually changing vendors, make sure to save your changes before selecting the next vendor.

Writing Payments

The Payment From Schedule window uses the A/P Payment Entry window to write payments for your vouchers.

1. To automatically pull voucher information into the A/P Payment Entry window, click the **Browse** button beside the Vendor ID field to select a Vendor ID from the list, or enter the Vendor ID in the field provided.
2. Select the voucher(s) you want to pay from the list.
3. Select the **Write Payment** toolbar button, or select **File**, **Write Payment** from the Payment From Schedule menu.

   The A/P Payment Entry window appears with the voucher(s) you selected.



For more information on writing payments, refer to “Generating and Printing Payments” in Chapter 18 of A/P Payment Entry.

Working with Notations

Notations (or notes, for short) are tools that allow you to attach free-form text to documents for **internal** purposes. Notations are arranged into entries, each having a date and time stamp. When you use notations, you can view, modify, add, or delete an entry. Each entry is numbered and shows in the upper right corner of the notation window.

- ❒ Notes are exclusively for internal use of your business. They do NOT appear on any outgoing paperwork.
- ❒ Individual note entries are automatically date/time stamped, and maintained as separate entries. This is different from specs, where you can modify the entire block of text at any point as a single object.

All notations in VISUAL function in the same way.

There are two types of notes associated with A/P Invoice Entry:

Invoice Notes - These are associated with the invoice as a whole. These are used for internal dialogs concerning this particular payable.

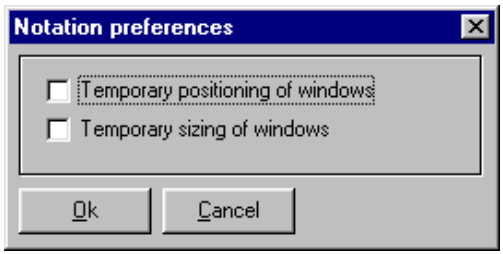
Vendor Notes - These are running notes associated with the current Vendor of the A/P Invoice/Voucher. If no vendor is selected, these notes are not active. These notes are not linked to any current A/P Invoice, but to the current vendor. Notes are often used for internal dialogs regarding vendors.

Notation Preferences

Notation preferences are associated with the positioning of the notation windows for use in the temporary positioning and sizing of the notation windows.

1. You can access the option by selecting **Notes**, **Notation Preferences** from the A/P Invoice Entry menu.

   The Notation preference dialog box appears.



2. Select any features that you want to apply.

   Temporary Positioning of Windows - This allows you to position the notation dialog box on your screen while working with the current feature.

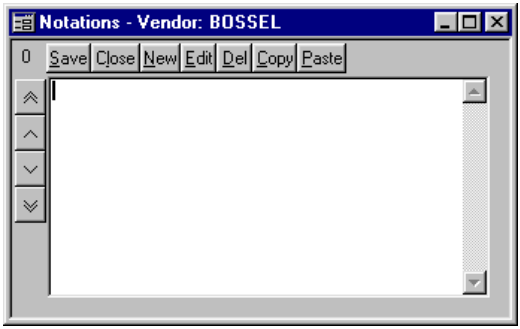
   Temporary Sizing of Windows - This allows you to temporarily size the notation dialog box.

Adding Vendor and Invoice Notes

The vendor notes and invoice notes work basically the same. The difference between them is that vendor notes are tied to the vendor and invoice notes are tied to the A/P Invoice/Voucher. Notations entered for a vendor are tied to that vendor and are available when accessing that vendor. Likewise, the notes entered for an invoice only appear in the A/P Invoice in which they were written.

1. With the appropriate vendor or invoice open in the A/P Invoice Entry window, click the **Vendor Notes** (SHIFT + F7 key) or **Invoice Notes** (F7 key) toolbar button. You can also access these features by making your selection from the **Notes** menu.

   The Notations dialog box appears.



2. Click the **New** button to make a new entry.

   A line appears with the current system date and time for the entry. VISUAL assigns a number, located in the upper left corner of the window, to the note as you enter it as a method of tracking the entries.

3. Enter the appropriate note information.

   You can enter an unlimited amount of information. In addition, you can use the **Copy** and **Paste** button to insert text from other locations.

4. Click the **Save** button to save the note.

5. Click the **Close** button to close the Notations dialog box and return to the A/P Invoice Entry window.

Editing Notations

1. Use the navigation arrows to the left of the dialog box to move to the note entry you want to edit.

   The single up and down arrows move you one note at a time. The double up and down arrows display the first and last note entries respectively.

2. You can type over the text or click the **Edit** button.

   Make the necessary changes/revisions.

3. Click the **Save** button to save your changes/revisions.

4. Click the **Close** button to close the Notations dialog box and return to the A/P Invoice Entry window.

Deleting Notation Entries

1. Use the navigation arrows to the left of the dialog box to move to the entry you want to delete.

2. Click the **Del** button.

   An **X** appears next to the entry stating that the entry is marked for deletion.

3. Click the **Save** button to permanently remove the entry.

4. Click the **Close** button to close the Notations dialog box and return to the A/P Invoice Entry window.

Arranging Notes and Specs

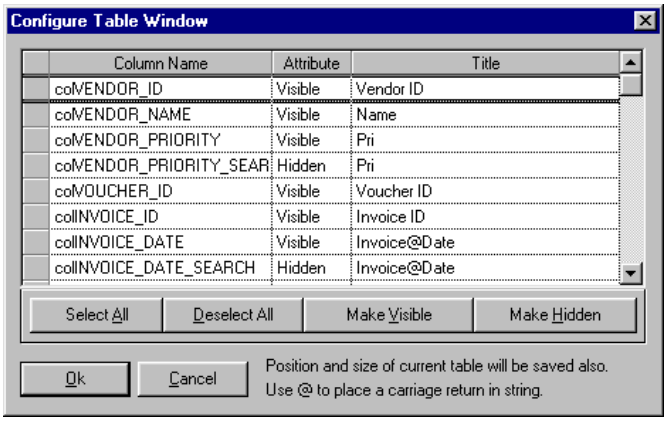
You can use the Tile Notations/Specifications and Cascade Notations/Specifications commands available from the Notes menu to arrange the Voucher Notes and Vendor Notes windows.

Configuring Line Item Tables

The Payment From Schedule window allows you to add or remove columns in the detail table.

1. Select **Options**, **Configure Table** from the menu.

   The Configure Table Window appears.



   The table contains a line for each column shown in the table. The **Column Name** is the internal VISUAL column name and begins with the letters **col**. The name is usually close to the column's function and/or title.

   The **Attribute** column controls the visibility of the columns, showing Visible or Hidden. The **Title** column shows the text that appears in the column header.

2. To show or hide columns, select the appropriate row and click **Make Visible** or **Make Hidden** buttons located below the table. You can use **Select All** or **Deselect All** if you want to show or hide most of the columns at once.

3. To modify column titles, click in the field you want to edit, then enter the appropriate information.

   You can use the @ sign in titles to indicate a line break, to specify titles to appear on multiple lines.

4. Click the **Ok** button to complete the operation. Note that this also saves the current column sizes and positions.

   Note: *Be careful not to hide any columns that VISUAL requires. If this happens, VISUAL gives you the normal error message that a fields needs an entry when you try to use the application.*

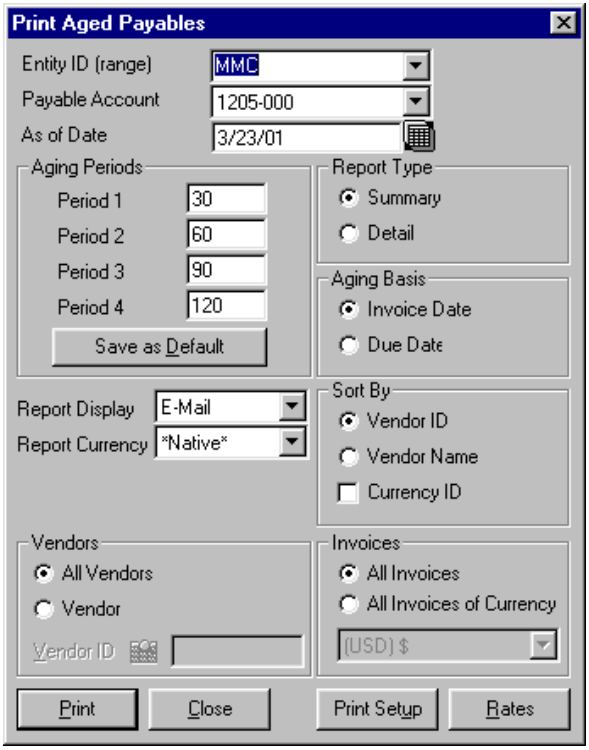
Table configurations are saved in .INI files named in the same way as program files. These files are stored in the workstation's executable directory or user defined default directory; therefore, they are specific to that workstation. This allows individual users to customize the tables to their own preferences.

Printing the Aged Payables Report

The Aged Payables Report is a valuable reconciliation tool to verify transactions against the General Ledger. You can also use to determine when monies are owed to vendors and how much is owed. A summary or detail version of the report is available. The summary report shows how much is owed to each vendor and is broken down into different aging brackets (i.e., current, over 30,60,90 days). The detail report additionally provides invoice information.

1. Select **File**, **Print Aged Payables** from the menu.

   The Print Aged Payables dialog box appears.



2. Enter the following information in the Print Aged Payables dialog box.

   Entity ID (range) - Click the down arrow to select an Entity ID from the list, if necessary, or enter the Entity ID in the field provided.

   You can separate the Entity ID ranges with a "," (comma) or a "/ " (slash). These are wildcard characters that you can use to specify the print result.

Payable Account - Click the down arrow to select a Payable account from the list, or leave the default. Only payables that post to this account appear on the report.

As of Date - Click the **Calendar** button to select a date for the payables you want to appear on the report, or enter the date in the field provided.

If you specify a date VISUAL displays only invoices open on or before that particular date. You can also accept the default date of the current system date, which shows all open invoices to date.

3. Specify the aging periods in the **Aging Periods** group box.

   The Aging Periods allows you to set how this report shows invoices. The defaults are aging periods of 30, 60, 90 & 120 days. The number you specify signifies the number of days the invoice is considered past due based on the aging basis.

   Click the **Save As Default** button to permanently save the Aging Periods you specify.

4. Click the down arrow beside the Report Display field to select one of the following output options from the list.

   Print - Select this option to output the file to a printer. The file will be sent to the selected default printer in Printer Setup. When the Print dialog box appears, click the **Ok** button.

   View - Select this option to see what the output will look like before you print it. When the information appears on the window, you can scroll through and printed if you want a hard copy.

   File - To save the report to a text file. When you click the **Ok** button, the Print to File dialog box appears requesting the destination directory and filename. If a destination is not specified, VISUAL places the text file in the same directory that the program files were placed in when the database was installed (i.e. the default VMFG).

   Click the **Include field names on first output line** if you want to output column labels.

   Click the **Ok** button and VISUAL creates the file that can be edited outside of Infor VISUAL Financials using any text editor.

   E-mail - Select this option to send the report as an .RTF attachment through your electronic mailing system.

5. Click the down arrow beside the Report Currency field to select a Report Currency ID from the list.

   You can print the report in Customer Currency, System Currency, Native Currency or any Tracking Currency.

6. Select one of the following vendor options in the **Vendors** group box. Use this prompt in conjunction with the Invoices setting, where you can print all invoices or all invoices of a specific currency.

   All Vendors - Select this option to include all vendors in the report.

   Vendor - Select this option to include a specific vendor in the report.

   If you select Vendor, the Vendor ID field becomes active. Click the **Browse** button beside the Vendor ID field to select a vendor from the list, or enter the Vendor ID in the field provided.

7. Enter the following information in the **Report Type** group box.

   Summary - Select this option to print a line total for each customer.

   Detail - Select this option to print all open invoices for each customer.

8. Enter the following information in the **Aging Basis** group box.

   Invoice Date - Select this option to print the age of invoices based on the invoice date.

   Due Date - Select this option to print the age of invoices based on the due date.

9. Enter the following information in the **Sort By** group box.

   Vendor ID - Select this option to sort your report by Vendor ID.

   Vendor Name - Select this option to sort your report by Vendor Name.

   Currency ID - Select this check box to apply a secondary sort by Currency ID. For example, a selection of Vendor ID and Currency ID would result in a printout sorted first by Vendor ID, then by Currency ID.

10. Enter the following information in the **Invoices** group box.

    All Invoices - Select this option to print all invoices of any currency.

    All Invoices of Currency - Select this option to print all invoices of a specific currency.

    When you select the All Invoices of Currency option, you must select a Currency ID from the drop down list.

11. Click the **Rates** button to view and/or select rates on a specified date.

    Click the **Print Setup** button to modify printer options.

    Click the **Print** button to output the information.

If you selected **Print** as the output, a standard Windows Print dialog box appears.

12. Make the appropriate selections then click the **Ok** button.

    The Aged Payables Report prints.

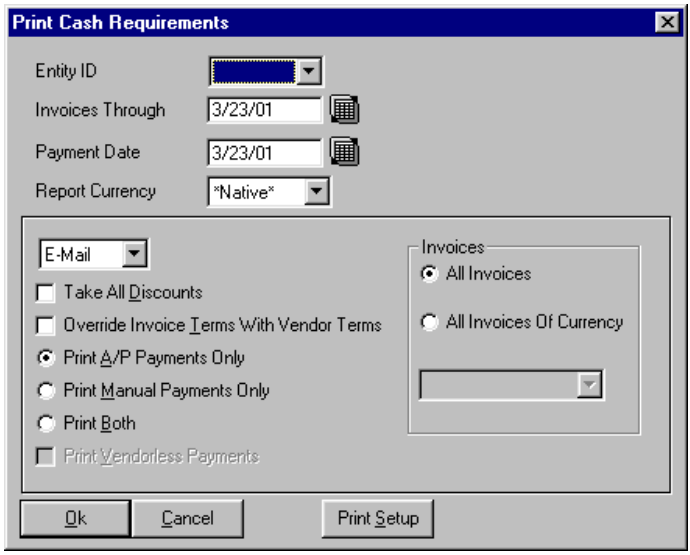
    To view an example of the Aged Payables Report, refer to "Reports" in Appendix A of this manual.

Printing Cash Requirement Reports

The Cash Requirement Report is the preliminary review of a payment run. Before you generate and print payments, access and review the Cash Requirement report. It lists all transactions, by Bank ID, by batch number, and the totals of the pending invoices that have been selected for payment in Setup Payment Schedule. VISUAL creates these payments the next time you generate and print payments. Use this report as an audit trail and as a tool to check your work.

1. Select **File**, **Print Cash Requirements** from the Payment From Schedule menu.

   The Print Cash Requirements dialog box appears.



2. Enter the following information in the Print Cash Requirements dialog box.

   Entity ID - Click the down arrow to select an Entity ID from the list.

   Invoices Through - Click the **Calendar** button to select the date through which you want to print the invoices, or enter the date in the field provided.

   All invoices with a status of pay due on or before that date appear on the report.

   Payment Date - Click the **Calendar** button to select a payment date, or enter the payment date in the field provided.

VISUAL considers this the anticipated payment date. Any checks that are due "as of" the date entered appear on the report. Keep in mind that the date influences discount eligibility on the report.

Report Currency - Click the down arrow to select the Currency ID from the list.

VISUAL defaults to the Native report currency.

3. Click the down arrow to select one of the following output types from the list.

   Print - Select this option to output the file.

   View - Select this option to see what the printed output will look like before it is printed.

   File - Select this option to save the Cash Requirements Report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. Select the additional options to use with this check run.

   Take All Discounts - During payment generation, VISUAL determines if you are allowed to take discounts on invoices being paid and incorporates the discount.

   This discount is the percentage to deduct from the payment if you pay within the specified number of days.

   Override Invoice Terms with Vendor Terms - Select this option to use the terms specified by the vendor to be used instead of the invoice terms.

   VISUAL offers a terms discount override. Select this option if your payment date is after the discount date range. VISUAL in effect forces the discount.

5. Select the payment category print option by clicking the radio button that pertains to your request:

   Print A/P Payments only - Use this setting to print A/P Payments only.

   Print Manual Payments only - Use this setting to print Manual Payments only.

   Print Both - Use this setting to print both A/P Payments as well as Manual Payments.

6. Select one of the following options in the **Invoices** group box.

   All Invoices - Select this option to print all invoices selected for payment in the database.

All Invoices of Currency - Select this option to print all invoices of a specific currency that have been selected for payment.

If you select **All Invoices of Currency**, you must click the down arrow to select a currency.

7. Click the **Ok** button to activate your selections to output the information.

   The Print A/P Payments dialog box appears with the information populated.

   If you selected the Print output option, a standard Windows Print dialog box appears.

8. Make the appropriate selections, then click the **Ok** button.

   The report prints displaying the system currency, the invoice amount as well as the discount and payment amounts.

   To view an example of the Payment Advice Report, refer to "Reports" in Appendix A of this manual.

Chapter 27

A/P Payment Entry

A/P Payment Entry

Use Payment Entry to generate payments to the vendor and update the appropriate ledger accounts. This application also allows you to record and process manual payments. For example, this may be a check to record a payment made from petty cash or a Cash On Delivery (COD) request.

Payment Entry handles the entire Accounts Payable payment generation function by looking at the invoices that have been flagged for payment when entered and /or during the Setup Payment Schedule process to determine what is to be paid and when. It then generates and prints a check or an electronic file for each vendor based on this criterion. You can make the payment in any currency.

If A/P Payment Entry releases several invoices or vouchers for one vendor, VISUAL combines all payments for that vendor on one check with individual line entries for each transaction listed on the remittance advice stub. The default for the maximum number of lines on a check form (stub) set by VISUAL is 13. If there are over 13 transactions for that vendor, VISUAL prints another check marked void. The remaining detail lines, in excess of 13, are printed on the voided remittance advice check stub.

If your check form accommodates more or less than 13 line entries, you can alter the number in the VISUAL.ini file to adjust to your individual needs.

Access the VISUAL.ini Parameters File and search the file for the section entitled:

Section:[CheckGeneration]

Parameters:

MaxCheckLines=13

Maximum number of lines to print on the check stub, prior to voiding the next stub.

Change the numeric value to support your check form.

In Payment Entry you can generate payment runs in the transaction currency or in the vendors base currency or in any currency regardless of the transaction currency in the form of a Check/Cheque, BACS, or Electronic File from a particular bank.

Processing Procedures

Use the following steps to implement the A/P Payment Entry procedure:

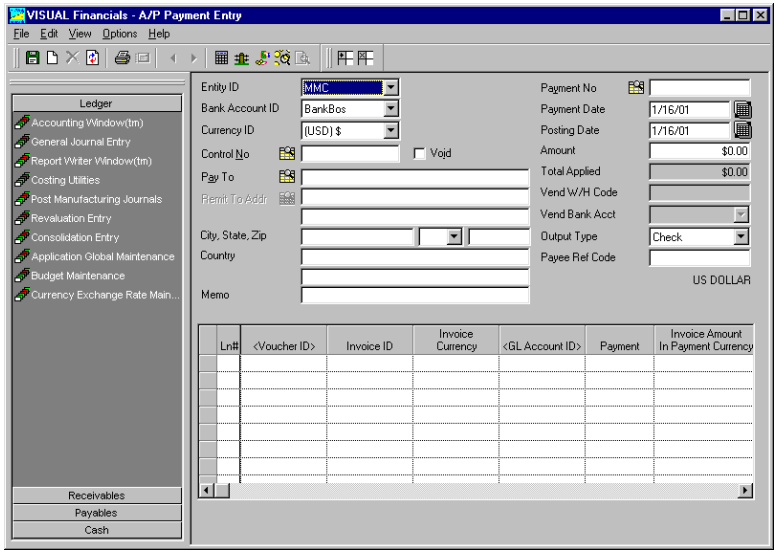
- ❒ To Process Payments
  - ❒ Setup Payment Schedule
  - ❒ Enter any Manual Payments
  - ❒ Generate Vendorless Checks (Writing Payments on the Fly)
  - ❒ Generate Payments for Transactions without Voucher IDs
  - ❒ Generate Payment Export Files
  - ❒ Voiding Payments
  - ❒ Check Exchange Rates
  - ❒ Print the Payment Advice Report
  - ❒ Print the Cash Requirements Report
  - ❒ Using the Payment Entry Tables
  - ❒ Generating and Printing Payments
  - ❒ Print Payment Register
- ❒ Posting Payments to the General Ledger
- ❒ Print the G/L Transaction Report

Starting A/P Payment Entry

You can access A/P Payment Entry from the VISUAL main menu.

To start A/P Payment Entry, select **Payables**, **A/P Payment Entry** from the VISUAL main menu.

The A/P Payment Entry window appears.



Setting Up Automatic Payment Schedules

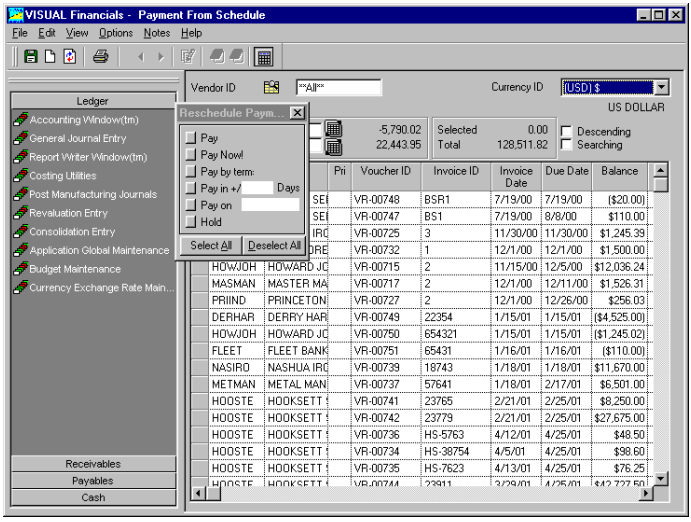
The Setup Payment Schedule option allows you to setup payment runs.

When you create a voucher, you assign a payment status, either **Pay** or **Hold**. You also specify a **Pay On or After** date for the voucher, as related to the specified Terms Discount. These values serve as the default values for the Payment Schedule; you can override the status of a voucher when you create the schedule, if you decide to change how these vouchers are to be paid.

If you automatically set all vouchers to **Hold** when you enter invoice information, you can use the Setup Payment Schedule option to release those vouchers to **Pay**. If you want to reset certain vouchers scheduled to be paid to the **Hold** status, use this option.

1. Click the **Setup Payment Schedule** toolbar, or select **File**, **Setup Payment Schedule** from the A/P Payment Entry menu.

   The Setup Payment Schedule window appears along with the Reschedule Payments dialog box.



2. Select the option or options that you want from the **Reschedule Payments** dialog box. These options automatically manipulate the Payment Schedule.

   Pay - Marks the selected items for payment.

   Pay now! - Removes the pay date setting to pay immediately.

   Pay by terms - Adds ability to reset payment date to terms for all invoices which missed the discount days.

Pay in +/- *nnnn* days - By placing a value in the *nnnn* field, VISUAL adjusts the payment date accordingly for each invoice selected. This option applies to invoices only, not credit memos.

Pay on - Allows you to reset an invoice to be assigned a specific due date.

Hold - Place the selected invoice on hold.

Select All - Highlights (globally) every line item in the schedule for possible manipulation.

Deselect All - Causes the highlighted line items to be deselected.

3. Turn off the Reschedule Payments dialog box by clicking the **X** in the top right corner or select **View**, **Rescheduling Tool** option from the menu.

Creating the Payment Schedules Manually

Use this function to create a payment run at this moment.

1. If necessary, exit the Reschedule Payments dialog box to view the Payment From Schedule window.
2. Click the **Browse** button beside the Vendor ID field to select a different Vendor ID, or enter the Vendor ID in the field provided.

   By default, the Vendor ID is ALL.

   To view the previous or next vendors within the table, click the **Previous Vendor ID in Set** toolbar button, or the **Next Vendor ID in Set** toolbar button.

   VISUAL lists only the vouchers for that vendor.
3. Click the down arrow beside the Currency ID field to select a Currency ID from the list.

   VISUAL makes the payment in the currency that you select.
4. With the appropriate vendor in the dialog box, select which invoices to pay.

   To find the invoices you want to pay in the table, you can select the **Descending** or **Ascending** check boxes, or select **Edit**, **Search** from the menu to begin a search.
5. Use the scroll buttons to find the **Pay Date** column in the table. Enter the pay date for the invoice in the appropriate Pay Date field.

   If you leave the field blank, VISUAL pays the full amount when the payment runs.

   This is useful if there are invoices that you want to pay on specific dates.

6. Enter an authorized payment amount in the **Auth Payment** column.

   An authorized payment instructs VISUAL to pay a specific amount allowing you to make partial payments against invoices.

   If you leave the field blank, VISUAL pays the entire amount.

7. Click the **Save** toolbar button.

   If you are individually changing vendors, make sure to save your changes before selecting the next vendor.

8. Click the **Close** button to return to the Payment From Schedule window.

Generating Manual Payments & Payments for Transactions without Voucher IDs

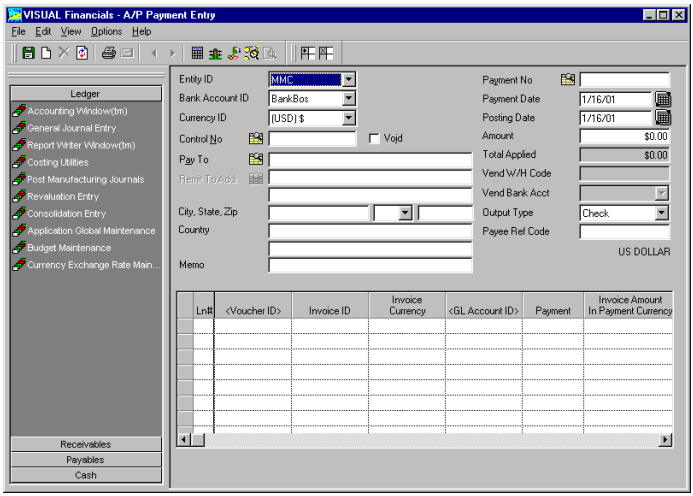
You can generate manual payments for numerous reasons, the most common being a C.O.D. (Cash on Delivery) receipt, or for transactions that do not have a corresponding Voucher ID. You must manually enter the payment information.

A manual payment can have a Voucher ID, but typically, has no associated Voucher ID.

The payment can be endorsed to an existing vendor, or created "on the fly" to a one-time payee that is not in the vendor file.

1. Select **Payment Entry** from the Payables menu.

   The A/P Payment Entry window appears.



2. Enter the following information in the A/P Payment Entry window.

   Entity ID - Click the down arrow to select an Entity ID, or enter the Entity ID in the field provided.

   Bank Account ID - Click the down arrow beside the Bank Account ID field to select a Bank Account ID from the list.

   Currency ID - The Currency ID automatically defaults to the base Currency ID of the Bank account.

   Control No. - VISUAL assigns a Control Number automatically when you save.

   Pay To - Click the **Browse** button to select a vendor or payee from the list, or enter the vendor or payee in the field provided.

If you chose a vendor from the vendor file, VISUAL fills in the Pay To the Order of field with the vendor's name and address.

Remit To - If necessary, click the **Browse** button to select a different Remit To address from the table.

Enter the Remit to address in the appropriate field.

Use the Remit to address field to designate an auxiliary address.

Memo - Use the Memo field to record any memo entry.

Payment No - If appropriate, enter a payment number in the Payment No field.

Note: *To have VISUAL generate the number and print the payment, leave the Payment No field blank.*

Payment Date - Click the **Calendar** button to select a payment date, or enter the date in the field provided.

This is the date printed on the check and the date that is referenced in Cash Book.

Posting Date - Click the **Calendar** button to select a posting date, or enter the date in the field provided.

This is the posting date to the General Ledger.

Amount - Enter the amount of the payment in the Amount field.

The total of all detail lines must equal the payment amount. VISUAL credits the amount you enter to the G/L Account based on the Bank Account ID.

3. Click the down arrow to select one of the following output types from the list.

   BACS - Produces its output to a file. When you select this option VISUAL processes all vendors coded as (B) BACS and (F) Export as used for some European electronic payments.

   Check - Produces a check as the output type.

   You can only select an output type other than check if the Bank Account ID has a Pay Export ID associated with it.

   Export File - Produces its output to a file to be sent to a bank.

4. If you use online bank payments, enter a Payee Reference Code in the Payee Ref Code field.

   Using this reference number, the user generally need not send any other vendor bank information when making a payment.

5. Click the **Insert Row** toolbar button to enter the line item(s) for the payment in the table.

6. Enter the following information for each line item in the table where applicable.

Voucher ID - If you are paying an A/P Voucher, double-click the **Voucher ID** column header to select a Voucher ID from the list, or enter the Voucher ID in the field provided.

If you do call up a Voucher ID, the G/L Account debited will be the A/P Account that the voucher was entered against.

Invoice ID - VISUAL automatically populates the invoice ID when you select the voucher ID in the Voucher ID column. You cannot edit this field.

Invoice Currency - VISUAL automatically populates the currency used for this payment based on the currency in which the invoice was created.

G/L Account ID - If you do not use a Voucher ID, double-click the **G/L Account ID** column header to select a G/L Account from the list, or enter the G/L Account in the field provided.

Payment - Enter the payment amount in the Payment field.

The total for all line payment amounts must equal the payment amount on the header section (Amount field). When you summon a vendor voucher, the payment amount defaults to the balance due on the voucher. You can however, override the payment amount to an amount that you choose.

The total detail payment amounts must equal the total payment on the header before saving. VISUAL informs you of an inaccuracy in payment totals with a dialog box when saving.

Invoice Amount in Payment Currency - The amount of the invoice based on the currency selected for the payment.

If the currency is different than the currency used to generate the invoice, the amount in this field is a converted value.

Balance in Payment Currency - The balance of the invoice(s) based on the currency selected for the payment. VISUAL updates the invoice balance by the current payment when you save.

Payment Discount Applied - VISUAL lists the discount amount you are eligible to receive based on the vendor's payment terms. You can override this amount, if necessary.

Payment Withheld Amount - If you choose to withhold payment for an invoice, enter the amount you are withholding.

For more information refer to the Payment tab in Application Global Maintenance using your *Infor VISUAL Financials User's Guide*.

Payment Allowed Amount - Enter the payment allowed.

If you entered the payment amount in the payment schedule,

VISUAL automatically enters the payment amount.

Withholding Code - Double-click the Withholding Code column to select a withholding code from the list, or enter the withholding code in the field provided.

Refer to the Payment tab in Application Global Maintenance using your Infor VISUAL Financials User's Guide.

Withholding G/L Account ID - Enter the withholding G/L Account ID in the field provided.

Refer to the Payment tab in Application Global Maintenance using your Infor VISUAL Financials User's Guide.

Reference - Enter any information for reference in the field provided.

7. Click the **Save** toolbar button to save the information.

   If the information you have entered is acceptable and you are going to process and / or print a check, continue to the next sections, Generating Payments and Printing Payments.

Generating and Printing Payments

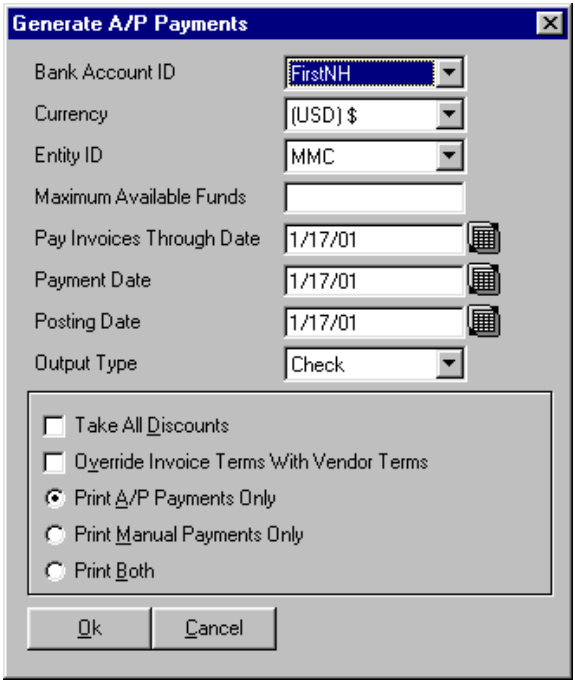
Vendor payments can be made electronically or by check using the Payment Generation and Print function. Use this feature to significantly reduce the amount of time previously spent preparing a payment run for processing.

The following procedure discusses the steps to generate, print and record checks successfully.

To access the Generate A/P Payments dialog box:

1. Select **File, Generate Payments** from the A/P Payment Entry menu.

   The Generate A/P Payments dialog box appears.



   The Generate A/P Payments dialog box contains entry fields, radio buttons, and check boxes.

   Decide which vouchers you want to pay in this check run.

   The Bank Account ID, Currency, and Entity ID all populate automatically from the generation of the payment run you just setup.

   If you setup the payment previously, edit the fields and enter information as appropriate to apply this payment.

The currency of the bank defaults from the setting in A/P Payment Entry. The intention behind the capability of overriding the currency is based solely on the need to be flexible when dealing with European companies. Confirm with your banking institution and the banking institution of your vendor(s) that the transactions will be honored.

If you do not do business with European companies using Euro currency, please use extreme caution.

2. In the Maximum Available Funds field, enter the maximum available funds in the selected bank account.

   This can be the actual amount, or a preset amount that you do not want to exceed. An entry is not required.

3. Click the **Calendar** button beside the Pay Invoices Through Date field to select a date, or enter the date in the field provided.

   All vouchers due on or before the date specified in this field will be paid if you set the voucher status to **Pay**.

4. Click the **Calendar** button beside the Payment Date field to select a payment date, or enter the payment date in the field provided.

   The payment date is the date that prints on the check(s) or the date that you assign to the payment file. This date also validates the discount eligibility.

5. Click the **Calendar** button beside the Posting Date field to select a posting date, or enter the posting date in the field provided.

   The posting date is the date that VISUAL uses when posting to the General Ledger.

   VISUAL defaults to the current system date if you do not enter a date.

6. Click the down arrow beside the Output Type field to select one of the following options from the list.

   BACS - (Banks Automated Clearing Service) BACS is a centralized clearing system for the United Kingdom's major banks. BACS produces its output to a single electronic file containing all payment information. When you select this option VISUAL processes all vendors coded as (B) BACS and (F) Export.

   Check - Produces a paper check as the output type (possibly preprinted or pre-numbered).

   You can only select an output type other than check if the Bank Account ID has a Pay Export ID associated with it.

Export File - Produces multiple output files (one for each bank account) for payment to be sent to a bank electronically.

Payments made electronically involves a direct access method provided by a third party software package that connects to the bank or a clearing house via modem or other on-line connection.

Exported payments can only be done one Bank Account ID at a time, one currency at a time.

The output that you select for generating payments for vendors correspond with the same output type as set in Vendor Maintenance. For example, if a vendor is set as File in Vendor Maintenance you are not able to generate a check.

When you select the Export or BACS output type, the Check type and Samples section of Generate and Print A/P Payments window are not available.

In order to use an output type other than check the Bank Account ID must have a Pay Export ID associated with it.

7. Select the additional options to use with this check run.

   Take all discounts - During payment generation, VISUAL determines if you are allowed to take discounts on invoices being paid and incorporates the discount.

   VISUAL offers a terms discount override. Select this option if your payment date is after the discount date range. VISUAL in effect forces the discount.

   Override invoice terms with vendor terms - Select this option to use the terms specified by the vendor to be used instead of the invoice terms.

8. Select the print option payment category by clicking the radio button that pertains to your request:

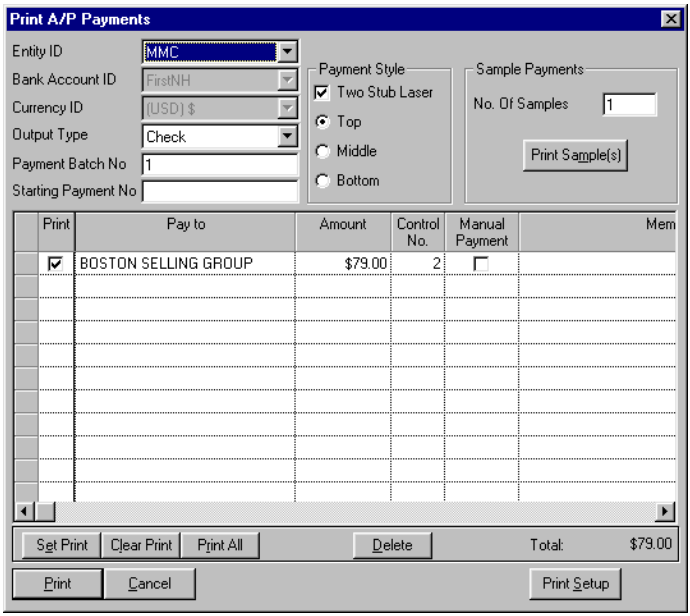
   Print A/P Payments only - Use this setting to print A/P Payments only.

   Print Manual Payments only - Use this setting to print Manual Payments only.

   Print Both - Use this setting to print both A/P Payments as well as Manual Payments.

9. Click the **Ok** button to activate your selections or **Cancel** to exit the dialog box without making any payments.

The Print A/P Payments dialog box appears with the information populated.



The Bank Account ID, Currency and Output type automatically populate from the information you entered into the Payment Generation dialog box.

The next sequential payment batch number defaults from the last payment run. You can override this number if needed.

10. Enter a starting payment number in the Payment number field. This is a required field.

    Typically, preprinted checks already have check numbers. If you are using preprinted checks, ensure that the starting check number and the preprinted check number match.

    Assign a Payment number when using electronic payments as well.

11. Select the type of check you use in the **Payment style** group box. This applies only to paper checks.

    Two Stub Laser -Select this check box to produce two check stubs along with the check.

    Top - Select this radio button if your checks are at the top of the sheet.

    Middle - Select this radio button if your checks are at the middle of the sheet.

    Bottom - select this radio button if your checks are at the bottom of the sheet.

12. Enter the following information in the **Sample Payments** group box.

    No. of Samples - Select the number of samples you want to print. This option applies to paper checks only.

    Use this option to make sure your checks are aligned properly.

13. Ensure that your printer is connected properly and that the checks are aligned properly in the printer.

14. To print detail lines, select the Print check box in the table for each row.

15. To edit the payment line entries, use the **Set Print**, **Clear Print** and **Print All** buttons to activate your request.

    Set Print - Sets the selected line to print.

    Clear Print - Clears the selected line to print.

    Print All - Selects all lines to print.

16. Click the **Print** button to print payments or generate a payment file or **Cancel** to exit without printing. If you select cancel, all payments generated are removed and the vouchers are set as eligible for payment again.

    If you selected **Checks** as the Output type, VISUAL prints the checks.

    VISUAL processes the selected vendors and prints the checks for those vendors. When the checks have finished printing, a dialog box appears, asking you to Confirm Payment Creation. (Did the checks print correctly?)

    This feature provides an opportunity to reprint payments.

17. Click the **Yes** button if the checks printed correctly, or **No** if the checks did not print correctly.

    If you click **Yes**, another dialog box appears, telling you that the checks will be saved permanently if you continue.

    If you click **No**, enter the last good check number. VISUAL then re-sends the incorrectly printed checks to the printer.

18. Click the **Yes** button to update VISUAL.

    Click the **No** button to return to the Generate and Print A/P Payments window without updating VISUAL.

Voiding Payments

VISUAL allows you to void payments whether they have been posted or not.

Voiding a Payment that has NOT Been Posted

If you want to void a payment that has not been posted to the General Ledger, follow this procedure:

1. Call up the payment that you want to void into the A/P Payment Entry window.

   You can access the payment in several ways:

   - ❒ Enter the Bank ID and the Payment Number
   - ❒ Enter the Bank ID and the Control Number
   - ❒ Select the payment from the table by double-clicking on it.

2. Click the **Void** check box.
3. Click the **Save** toolbar button. VISUAL voids the check and will not post to the General Ledger.

Voiding a Payment that HAS Been Posted

If you want to void a check that **has** been posted to the General Ledger, use the following procedure:

1. Call up the payment that you want to void into the A/P Payment Entry window.
2. Click the **Void** check box.
3. Change the Posting Date to the **current period** if the payment is from a prior period.
4. Click the **Save** toolbar button.

   This creates a reversing entry to the G/L and reopens the paid invoice (resets to unpaid status).

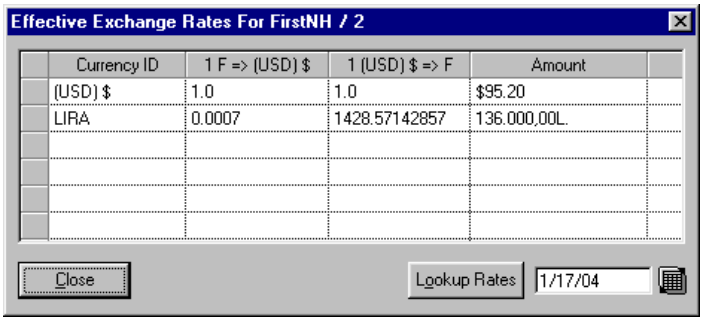
Setting/Resetting Exchange Rates

You can Set or Reset (change) the exchange rates of foreign vendors when scheduling payments, allowing you to update currencies. Use the Set or Reset Exchange Rates module to convert the payment to the foreign currency.

To reset exchange rates:

1. Open a payment for a foreign vendor in the A/P Payment Entry window.
2. Click the **Set/Reset Exchange Rates** toolbar button, or select **Edit**, **Set/Reset Exchange Rates** from the menu.

   The Set/Reset Exchange Rate dialog box appears.



3. Click the **Calendar** button to select a date to view exchange rates, or enter the date in the field provided.

   VISUAL populates the information for the currency.
4. To set the exchange rate press the **Lookup Rates** button.

   The **1F=>(USD)$** is the rate at which you exchange one unit of foreign currency for the equivalent in the system currency. Use this rate when dealing with a customer with a foreign currency.

   The **1(USD)$=>F** is the rate at which you exchange one unit of system currency for the equivalent in the foreign currency. Use this rate when dealing with a vendor with a foreign currency.

   VISUAL updates the exchange rates.

Redistributing Transactions

If you make any changes or revisions to an invoice select this feature to recalculate and redistribute the transaction(s). VISUAL provides this functionality as a way to "refresh" and update the database tables. This function corrects any out of balance conditions. You can only apply to a previously saved unposted transaction.

If you want to apply a change, you must run the **Redistribute Transactions** option for each invoice.

1. Call up the unposted invoice from the A/R Invoice Entry window.
2. Make the necessary changes.
3. Click the **Save** toolbar button to save the changes.
4. With the revised unposted invoice open, select **File**, **Redistribute Transactions** from the menu.

   VISUAL automatically updates the distribution record (invoice) of the modifications.

   If changes or revisions are made to any Financial module, VISUAL automatically redistributes the transactions when you save and are reflected across all pertinent database tables.

Sending and Receiving Infor VISUAL Enterprise/Financials Information

The **Send To** function allows you to electronically send information from an open Infor VISUAL Enterprise/Financials window to another Infor VISUAL Enterprise/Financials user. You can share elaborate work orders, schedules, purchase orders, customer orders, reports, invoices or payment information with associates that would otherwise have to either recreate the window through identical information entry or move to your workstation to view the window.

Refer to Chapter 4, "Concepts and Common Features," for more detailed information on sending and receiving Infor VISUAL Enterprise/Financials information.

Using the A/P Payment Entry Tables

The A/P Payment Entry tables contain detailed information on the various fields of information in A/P Payment Entry. All of the tables function in the same way. The procedures apply to the Vendor table section as well as to the other A/P Payment Entry tables.

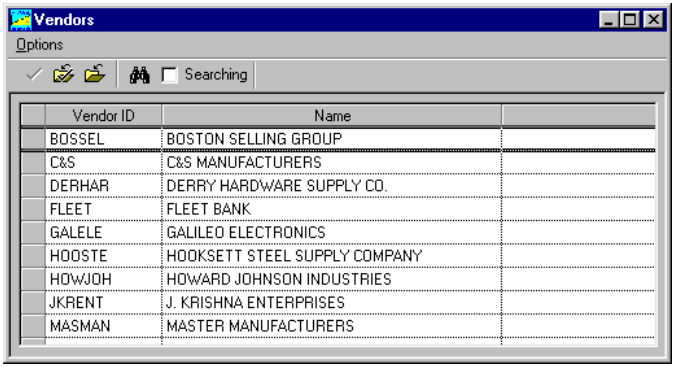
The Options menu offers several features to search, refresh, edit and browse the table information. Specific information for each of the tables appear later in this chapter.

Calling Up A/P Payment Entry Tables

To access a table:

1. Click the **ID** button of the appropriate field in the A/P Payment Entry window.

   The Vendors table dialog box appears.



   Search for a vendor file by selecting Options, Search from the menu. Refer to “Concepts & Common Features” in Chapter 4 for more information.

   To view files in descending order, select **Options**, **Refresh Descending**. To view files in ascending order, select **Options**, **Refresh Ascending**.

   If both numeric and alpha characters appear in the list, the numeric character appears first in the listing. If the list contains upper case characters, they appear before lower case characters. Therefore, if the vendor list contains all of these types of characters, they appear in the following order: Numbered IDs, upper case alpha characters, and lower case alpha characters.

2. Select the appropriate name from the table, then click the **Select** or **Select/Close** button.

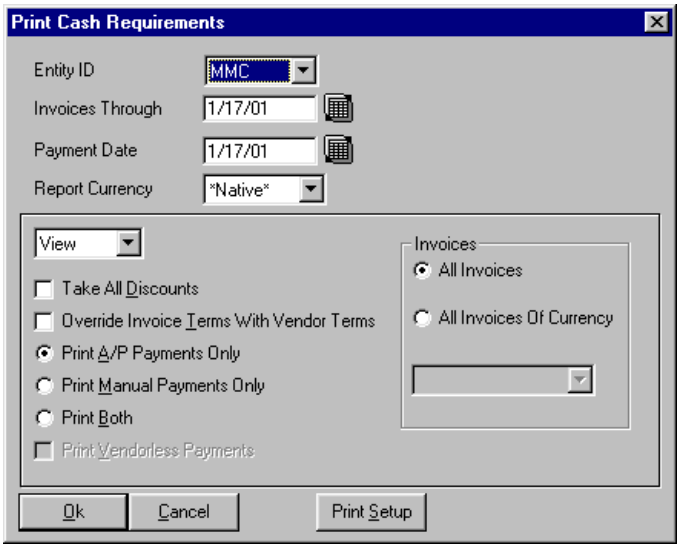
To close the table and return to the A/P Payment Entry window without selecting an entry, click the **Close** button.

Printing Cash Requirement Reports

The Cash Requirement Report is the preliminary review of a payment run. Before you generate and print payments, access and review the Cash Requirement report. It lists all transactions, by Bank ID, by batch number, and the totals of the pending invoices that have been selected for payment in Setup Payment Schedule. VISUAL creates these payments the next time you generate and print payments. Use this report as an audit trail and as a tool to check your work.

1. Select **File**, **Print Cash Requirements** from the A/P Payment Entry menu.

   The Print Cash Requirements dialog box appears.



2. Enter the following information in the Print Cash Requirements dialog box.

   Entity ID - Click the down arrow to select an Entity ID from the list.

   Invoices Through - Click the **Calendar** button to select the date through which you want to print the invoices, or enter the date in the field provided.

   All invoices with a status of pay due on or before that date appear on the report.

   Payment Date - Click the **Calendar** button to select a payment date, or enter the payment date in the field provided.

VISUAL considers this the anticipated payment date. Any checks that are due "as of" the date entered appear on the report. Keep in mind that the date influences discount eligibility on the report.

Report Currency - Click the down arrow to select the Currency ID from the list.

VISUAL defaults to the Native report currency.

3. Click the down arrow to select one of the following output types from the list.

   Print - Select this option to output the file.

   View - Select this option to see what the printed output will look like before it is printed.

   File - Select this option to save the Cash Requirements Report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. Select the additional options to use with this check run.

   Take All Discounts - During payment generation, VISUAL determines if you are allowed to take discounts on invoices being paid and incorporates the discount.

   This discount is the percentage to deduct from the payment if you pay within the specified number of days.

   Override Invoice Terms with Vendor Terms - Select this option to use the terms specified by the vendor to be used instead of the invoice terms.

   VISUAL offers a terms discount override. Select this option if your payment date is after the discount date range. VISUAL in effect forces the discount.

5. Select the payment category print option by clicking the radio button that pertains to your request:

   Print A/P Payments only - Use this setting to print A/P Payments only.

   Print Manual Payments only - Use this setting to print Manual Payments only.

   Print Both - Use this setting to print both A/P Payments as well as Manual Payments.

6. Select one of the following options from the **Invoices** group box.

   All Invoices - Select this option to print all invoices selected for payment in the database.

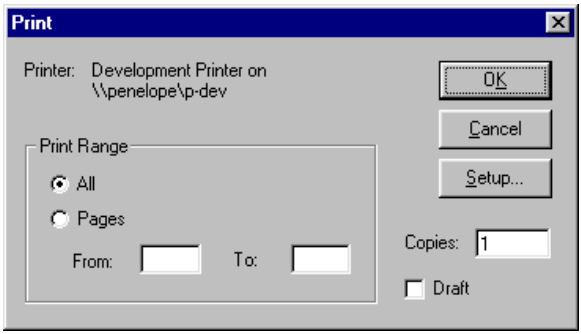
All Invoices of Currency - Select this option to print all invoices of a specific currency that have been selected for payment.

If you select **All Invoices of Currency**, you must click the down arrow to select a currency.

6. Click the **Ok** button to activate your selections to output the information.

   The Print A/P Payments dialog box appears with the information populated.

   If you selected the Print output option, a standard Windows Print dialog box appears.



7. Make the appropriate selections, then click the **Ok** button.

   The report prints displaying the system currency, the invoice amount as well as the discount and payment amounts.

   To view an example of the Payment Advice Report, refer to “Reports” in Appendix A of this manual.

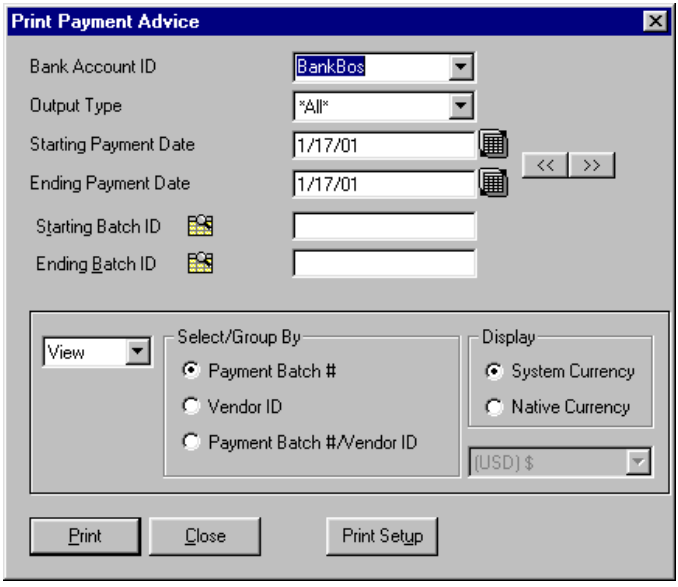
Printing Payment Advice Reports

The Payment Advice Report outlines the advice (check stub detail of check) of the payments made to vendors. The Print Advice Report is available only when payments have been printed.

It is good practice to print and review the generated payment information before posting to the General Ledger.

1. Select **File**, **Print Payment Advice** from the A/P Payment Entry menu.

   The Print Payment Advice dialog box appears.



2. Click the down arrow beside the Bank Account ID field to select a Bank Account ID from the list, or enter the Bank Account ID in the field provided.

3. Click the down arrow beside the Output Type field to select one of the following output types from the list.

   BACS - (Banks Automated Clearing Service) BACS is a centralized clearing system for the United Kingdom's major banks. BACS produces its output to a single electronic file containing all payment information. When you select this option VISUAL processes all vendors coded as (B) BACS and (F) Export.

   Check - Produces a paper check as the output type (possibly preprinted or pre-numbered).

   You can only select an output type other than check if the Bank Account ID has a Pay Export ID associated with it.

Export File - Produces multiple output files (one for each bank account) for payment to be sent to a bank electronically.

Payments made electronically involves a direct access method provided by a third party software package that connects to the bank or a clearing house via modem or other on-line connection.

Exported payments that you are to export can only be done one Bank Account ID at a time, one currency at a time.

The output that you select for generating payments for vendors correspond with the same output type as set in Vendor Maintenance. For example, if a vendor is set as File in Vendor Maintenance you are not able to generate a check.

When you select the Export or BACS output type, the Check type and Samples section of Generate and Print A/P Payments window are not available.

In order to use an output type other than check the Bank Account ID must have a Pay Export ID associated with it.

4. Click the **Calendar** button beside the Starting Payment Date field to enter a starting date, or enter the starting date in the field provided.

   You can leave the date fields blank to include all dates, or enter just a starting or ending date to control a beginning or ending range.

5. Click the **Calendar** button beside the Ending Payment Date field to enter a ending date, or enter the ending date in the field provided.

   You can leave the date fields blank to include all dates, or enter just a starting or ending date to control a beginning or ending range.

6. Use the **Previous** and **Next** buttons to select previous or future starting and ending payment dates. VISUAL defaults to the first and last days of each month.

7. Click the **Browse** button by the Starting Batch ID field to select the starting batch ID from the table, or enter the starting batch ID in the field provided.

8. Click the **Browse** button by the Ending Batch ID field to select the ending batch ID from the table, or enter the ending batch ID in the field provided.

9. Click the down arrow to select one of the following output types from the list.

   Print - Select this option to output the file to the printer.

View - Select this option to see what the printed output will look like before it is printed.

File - Select this option to save the Cash Requirements Report to a text file. You can then edit the file outside of VISUAL using any text editor.

E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

10. Select one of the following sort types in the **Select/Group By** group box.

    Payment Batch # - Select this option to print by payment batch numbers. The Payment Batch # is the batch that contains the payment.

    Vendor ID - Select this option to sort by Vendor ID. The Vendor ID is the vendor identification code.

    Payment Batch #Vendor ID - Select this option to sort by payment batch number, then by vendor ID. The Payment Batch # Vendor ID refers to the batch and Vendor ID.

11. Click the display currency choice. You can select either **System Currency** or **Native Currency**.

    If you choose **Native Currency**, click the down arrow to choose a native currency from the list.

12. Click the **Print Setup** button to modify printer options.

13. Click the **Print** button to activate the report request.

14. Click the **Close** button when you have completed your request(s).

    VISUAL prints the report.

    To view an example of the Cash Requirement Report, refer to “Reports” in Appendix A of this manual.

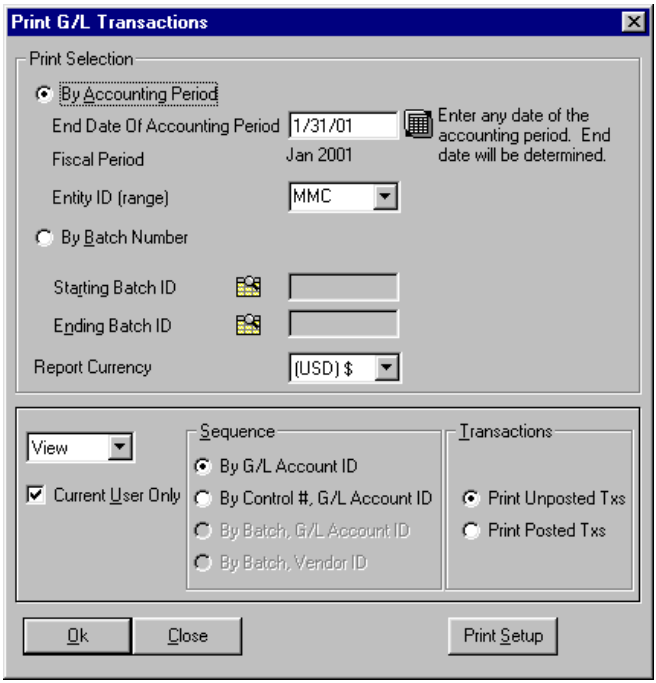
Printing the G/L Transaction Report

You can output a G/L Transaction Report from A/P Payment Entry. This report allows you to review posted or unposted check activity to date. Refer to Appendix A to see an example of this report.

This report is available from both the A/P Payment Entry window and the Invoice Entry window. Both reports use the same format with the difference being the report printed from A/P Payment Entry reflects check activity and the report printed from Invoice Entry reflects invoice activity.

1. Select **File**, **Print G/L Transactions** from the menu.

   The Print G/L Transactions dialog box appears.



2. Select one of the following print options.

   By Accounting Period - Print G/L Transactions by accounting period.

   By Batch Number - Print G/L Transactions by batch number.

3. **If you are printing by Accounting Period**, enter the following information.

   End Date of Accounting Period - Click the **Calendar** button to select any date within the accounting period, or enter the date in the field provided.

VISUAL determines the last day of the accounting period when you tab out of this field.

Fiscal Period - VISUAL determines the month and year of the accounting period based on your entry in the End Date of Accounting Period.

Entity ID - Click the down arrow to select an Entity ID from the list, or enter the Entity ID in the field provided.

4. **If you are printing by Batch Number**, (the Batch **must** be posted), enter the following information.

   Starting Batch ID - Click the **Browse** button to select a starting batch ID from the table, or enter the starting batch ID in the field provided.

   To print all posted transactions, leave the Starting and Ending fields blank.

   Ending Batch ID - Click the **Browse** button to select a ending batch ID from the table, or enter the ending batch ID in the field provided.

   To print all posted transactions, leave the Starting and Ending fields blank.

5. Click the down arrow beside the Report Currency field to select the report currency for the report.

6. Click the down arrow to select one of the following output types from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

7. Select one of the following options in the **Sequence** group box.

   By G/L Account ID - Select this option to sort G/L Transactions based on the G/L Account ID.

   By Control #, G/L Account ID - Select this option to sort G/L Transactions by control number, then by G/L account ID.

   By Batch, G/L Account ID - Select this option to sort G/L Transactions by batch, then by G/L account ID. This option is only active when the **By Batch Number** radio button is selected.

By Batch, Vendor ID - Select this option to sort G/L Transactions by batch, then by Vendor ID. This option is only active when the **By Batch Number** radio button is selected.

8. Select one of the following options in the **Transactions** group box.

   Print Unposted Txs - Select this option to print unposted transactions.

   Print Posted Txs - Select this option to print posted transactions.

9. Click the Print Setup button to modify printer options.

10. Click the **Ok** button to output the information.

    If you selected **Print** as the output, a standard Windows Print dialog box appears.

11. Make the appropriate selections then click the **Ok** button.

    The G/L Transaction Report prints.

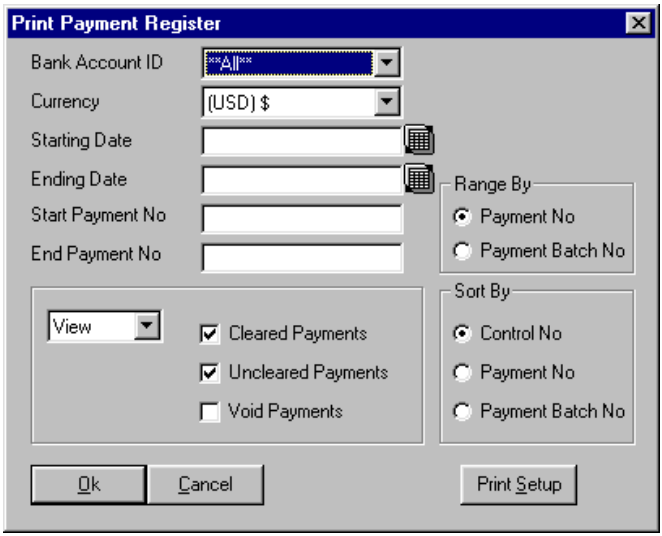
    To view an example of the G/L Transactions report, refer to "Reports" in Appendix of this manual.

Printing the Payment Register

After you have updated the status of payments, you can print a listing of all outstanding payments to complete your bank reconciliation by bank account; this is your Payment Register. All payment transactions appear in the currency of the transaction and the system currency or Euro currency. Use VISUAL's Cash Book Application to reconcile bank accounts. For more information see Chapter 21.

1. Select **File**, **Print Payment Register** from the menu.

   The Print Payment Register dialog box appears.



2. Enter the following information in the Print Payment Register dialog box.

   Bank Account ID - Click the down arrow to select a bank account ID from the list, or leave the default set to **All**.

   This is the bank for which you want to print the check register. Each register is unique for each bank. If you select to print All Bank Accounts the report displays the transaction values as well as the converted system values.

   Currency - Click the down arrow to select a Currency ID from the list.

   Starting Date - Click the **Calendar** button to select a starting date, or enter the starting date in the field provided.

   Leave both the Starting Date and the Ending Date fields blank to print all dates.

Ending Date - Click the **Calendar** button to select a ending date, or enter the ending date in the field provided.

Leave both the Starting Date and the Ending Date fields blank to print all dates.

Start Payment No - If the report is for a specific range of checks, enter the starting check number in this field.

Leave both the Start Payment No and the End Payment No fields blank to print all checks.

End Payment No - If the report is for a specific range of checks, enter the ending check number in this field.

Leave both the Start Payment No and the End Payment No fields blank to print all checks.

3. Select one of the following options in the **Range By** group box.

   Choose from **Payment No**, or **Payment Batch No**.

4. Click the down arrow to select one of the following output types from the list.

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the General Ledger to a text file. You are then able to edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

   Select the check types you want to print.

5. Select any of the check boxes that apply.

   Cleared Payments - Select this check box if you want to include cleared payments in this report.

   Uncleared Payments - Select this check box if you want to include uncleared payments in this report.

   Void Payments - Select this check box if you want to include voided payments in this report.

6. Select one of the following options in the **Sort By** group box.

   Control No - Select this option to sort payments by control number.

   Payment No - Select this option to sort payments by payment number.

   Payment Batch No - Select this option to sort payments by payment batch number.

7. Click the **Print Setup** button to modify printer options.
8. Click the **Ok** button to output the information.

   If you selected **Print** as the output, a standard Windows Print dialog box appears.
9. Make the appropriate selections then click the **Ok** button.

   VISUAL prints the Payment Register.

   To view an example of the Payment Register report, refer to "Reports" in Appendix A of this manual.

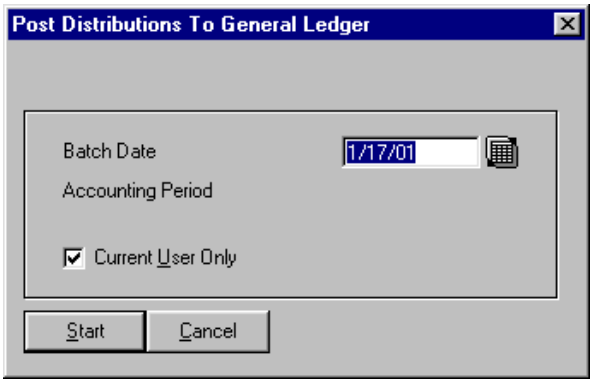
Posting Payments to the General Ledger

After you have verified that your check entries are correct, you need to post them to the General Ledger.

To post to the General Ledger:

1. Select **File**, **Post to General Ledger** from the menu.

   The Post Distributions to General Ledger dialog box appears.



2. Click the **Calendar** button beside the Batch Date field to enter a batch date, or enter the batch date in the field provided.

   The system defaults to the current date. Remember that you are posting all unposted batches up to and including this date.

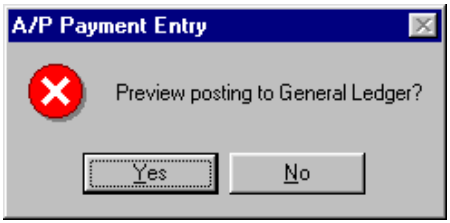
   VISUAL displays the month and year beside the Accounting Period when you tab out of the Batch Date field.

3. Select the **Current User Only** check box to post only your checks.

   If you want to post all checks by all users, deselect the check box before starting.

4. Click the **Start** button to begin the posting process.

   A dialog box appears, asking if you want to preview the posting to the General Ledger.



5. Click the **Yes** button to call up the Print G/L Transactions dialog box, or **No** to continue posting.

6. If you clicked **Yes**, select the appropriate print options from the dialog box, then click the **OK** button.
7. Click the **Close** button to close the print G/L Transaction print preview screen.

   A dialog box appears, asking you if you want to post to the General Ledger.
8. Click **Yes** to continue.

   VISUAL posts the payments to the General Ledger.

Chapter 28

Generate Sales Commissions

Generate Sales Commissions

If you have contracted with sales representatives to sell your product, you may be paying them a commission based on what they sell. The commission is usually established as a percent of that sale to the customer. Paying commissions on sales volume provides an incentive to the sales representative to sell as much as possible.

VISUAL incorporates Multi-Currency and the Euro into the commission calculations when handling transaction currencies. When you create an invoice in a currency other than the system or account currency, VISUAL assigns the appropriate exchange values. The commission to the sales representative is posted in the transaction currency of the sales representative with the proper conversion. VISUAL properly records commission values for transactions, customers, sales representatives, system, entity, and tracking currencies.

VISUAL generates commissions when the customer pays the amount of the invoice due. The Generate Sales Commissions function creates an Accounts Payable voucher for the sales representative's commission, which you can pay through the normal Accounts Payable Payment process.

You can generate commissions for sales representatives that are linked within VISUAL to a Vendor ID only. Sales representatives linked to an employee are paid through the Payroll process. See the *VISUAL Payroll User's Guide* for more information.

Before you generate any commissions, you must create a Vendor ID for the sales representatives, then you must enter your sales representative into VISUAL using Customer Maintenance. See "Implementing Sales Commissions in Customer Maintenance" later in this chapter. Use Generate A/P Sales Commissions Invoices to optionally create a Vendor ID using a predefined Sales Rep ID.

Implementing Sales Commissions

Implementing Sales Commissions in Customer Maintenance

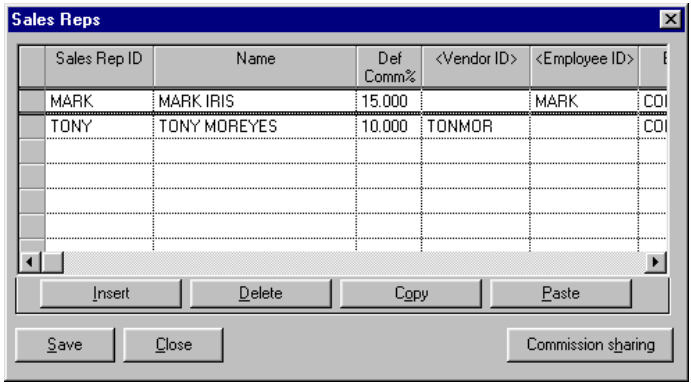
The first step that you must perform is to create a Sales Representative ID for each Sales Representative that you deal with using Customer Maintenance.

VISUAL calculates commissions according to the settings you define in Customer Maintenance. You can assign each customer a sales representative, where you identify the sales representatives commission percentages and sharing structure (when sales representatives share a customer or territory).

You can override the default Sales Representative in Customer Order Entry or you can change it at any time in Customer Maintenance. Changing the Sales Representative in Customer Maintenance is a global setting and is not order specific; therefore, it does not change the orders in process.

1. Select **Receivables**, **Customer Maintenance** from the main menu.
2. Set up Sales Representatives (Sales Reps) by selecting **Edit, Sales Reps** from the Customer Maintenance menu.

   The Sales Reps dialog box appears.



3. Click the **Insert** button.

   A new line appears at the bottom of the table.
4. Enter the information for the sales rep.

   Sales Rep ID - The Sales Rep ID is an identification for the sales rep.

   Name - The name of the sales rep.

Def Comm % - The default commission percent that the sales rep receives.

Vendor ID - Enter the Vendor ID if you pay the sales rep through Accounts Payable. To make an entry you can search this field by double-clicking the column header.

Employee ID - Enter the Employee ID if you pay the sales rep through Payroll. You can search this field by double-clicking the column header to enter an existing Employee ID.

Earning Code - Enter an earning code for the sales rep.

Pay Method - Enter the payment method for the commission.

5. Click the **Save** button to save the new sales rep information.

Copying and Pasting Sales Rep Information

You can copy and paste information from one line to another. To copy information, select the line in the table that you want to copy and click the **Copy** button.

To paste information, select the line that you want to paste the information into and click the **Paste** button. The line must exist before you can paste into it. When you paste the information into the new line, the fields at the bottom of the dialog box populates with the information.

Deleting Sales Reps

To remove a sales rep completely, highlight the line and click the **Delete** button. Click the **Save** button to save the deletion.

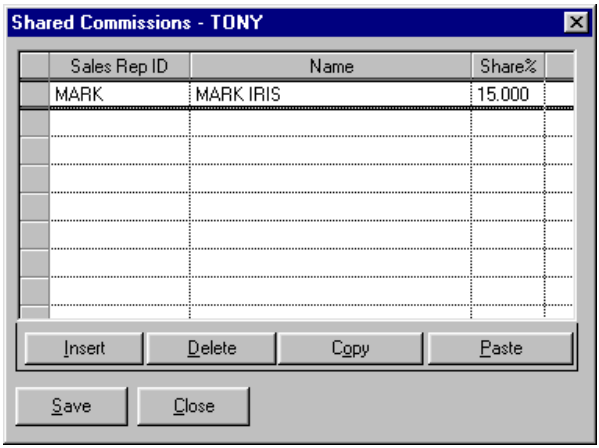
Setting Up Commission Sharing

VISUAL offers the commission sharing option within Customer Order Entry allowing you to override the standard sharing default settings to share commissions between sales reps. This is particularly useful when the rep has agreed to share commissions for a particular customer. You cannot set individual sharing on a line by line item basis. Commission sharing does not affect the total commission paid, only how it is distributed between reps. Assure that each line item displays the proper total commission.

To set commission sharing:

1. Select the sales rep that is to share the commission.
2. Click the **Commission Sharing** button.

   The Commission Sharing dialog box appears.



3. Click the **Insert** button.

   A new row appears in the table.
4. Enter the information for the sales rep who is to receive a percentage of the selected sales rep's commission.

   The sales rep you are adding must already exist in the Sales Rep table.

   Note that the Share % value is the percentage of the total commission shared, not the sale amount.
   Note: *Set Sharing as a percent of primary sales commissions, NOT as a percent of sales value.*
5. Click the **Save** button to save the information and exit the Shared Commissions dialog box.

There are payroll tax issues that you must consider when you pay commissions. Consult your tax advisor to discuss those issues.

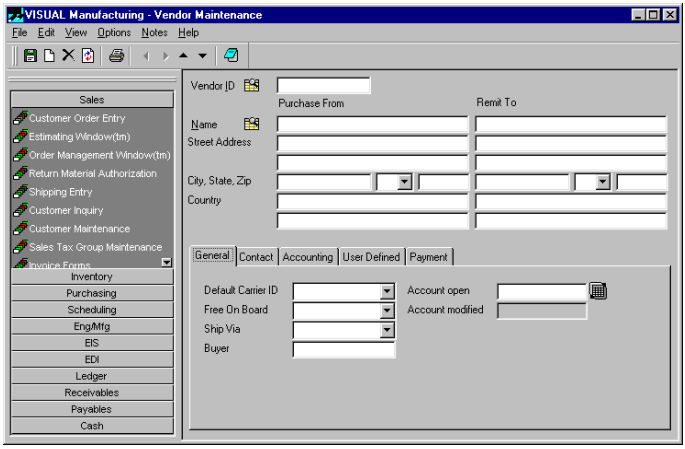
Implementing Sales Commissions using Vendor Maintenance

If you are planning to use the Generate Sales Commission feature of Infor VISUAL Financials, you should set up your sales rep as a vendor in Vendor Maintenance using the same Vendor ID as the Sales Rep ID. You then link the Vendor ID to the Sales Rep ID in Customer

Maintenance.

1. Select **Payables**, **Vender Maintenance** from the VISUAL main menu.

   The Vender Maintenance window appears.



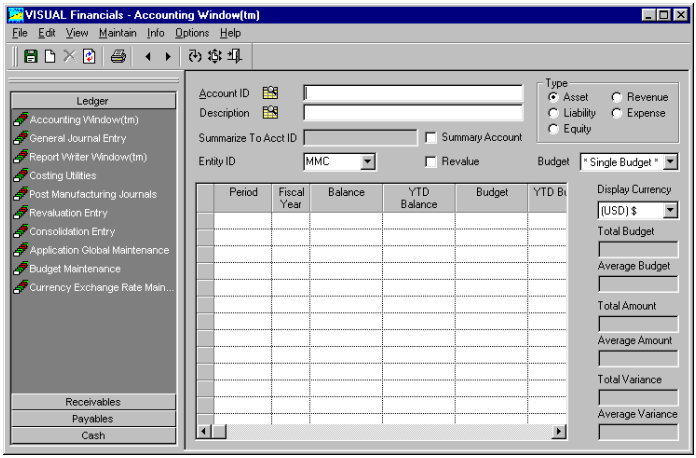
2. Enter the Sales Rep as a Vender to generate sales commissions for this sales rep.

Adding Commission Account to the G/L Interface Table

Commission accounts MUST exist in the G/L Interface Accounts Table. If no commission account exists, you can setup the account in the Financials Accounting window.

1. Select **Ledger**, **Accounting Window** from the VISUAL main menu.

   The Accounting window appears.



2. Create the necessary commission account(s).

   Refer to Chapter 7 for more information.

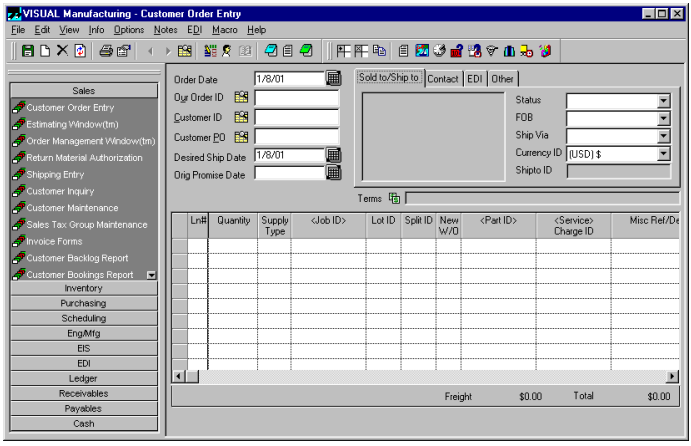
Overriding Default Sales Reps in Customer Order Entry

You can override default Sales Reps at the Customer Order Entry level directly on the Customer Order. A valid sales rep must be present for you to override the commission.

To view and/or override the sales rep commission:

1. Select **Sales**, **Customer Order Entry** from the menu.

   The Customer Order Entry window appears.



2. Click the **Other** tab to access the Sales Reps information.
3. Make the edit(s) to the Sales Rep ID, Territory, Sales Tax, and/or Disc Code fields.
4. Click on **Save** to save the new Sales Rep information.

   VISUAL saves the order with the new Sales Rep information.

   See the *Infor VISUAL Financials User's Guide* for more information.

Creating the Shipping - A/R Invoice

VISUAL generates commissions based on paid A/R Invoices. After creating the A/R Invoice VISUAL accrues the liability for commissions and incurs the expense. VISUAL creates the A/P liability and relieves the commission accrual when you run the generate sales commissions.

A/R Invoice	Debit	Credit
Commission Expense	XXX	
Commission Accrual		XXX
After Generation of A/P for Sales Representative		
Commission Accrual	XXX	
A/P		XXX

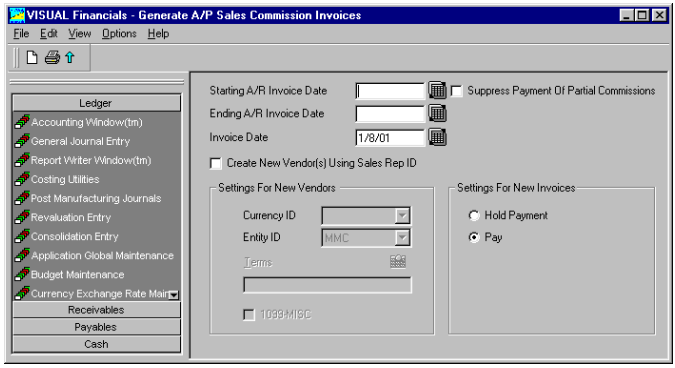
Note: *A/R Invoices created manually, without any manufacturing implications (shipments) now generate sales commissions.*

Starting Generate Sales Commissions

The Generate Sales Commission window is available from the VISUAL Main window.

1. Select **Payables**, **Generate Sales Commission** from the VISUAL main menu.

   The Generate Sales Commission Invoices window appears.

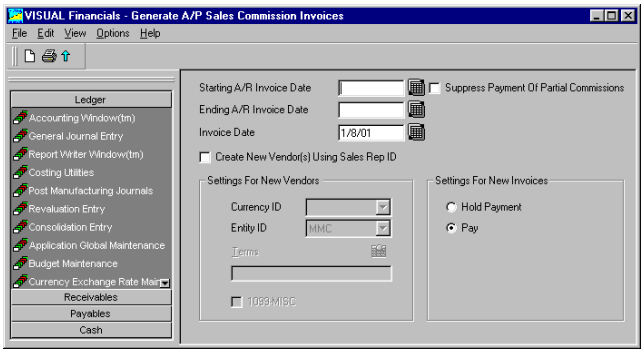


Generating Sales Commissions

VISUAL generates sales commissions. After you ship the order and you receive payment from the customer on the A/R Invoice, you can instruct VISUAL to perform this function; to generate A/P Invoices to pay the Sales Reps who earned the commission. You can also set up VISUAL to automatically create unique Vendor IDs for the Sales Reps in your vendor table.

1. Select **Payables**, **Generate Sales Commissions** from the VISUAL main menu.

   The Generate Sales Commissions Invoices window appears.



2. Click the **Calendar** button beside the Starting A/R Invoice Date field to select the starting A/R invoiced date, or enter the Starting A/R Invoice date in the field provided.

3. Click the **Calendar** button beside the Ending A/R Invoice Date field to select the ending A/R invoice date, or enter the date in the field provided.

   The range of dates you specify instructs VISUAL which A/R Invoices to use to create the A/P vouchers to generate for sales commissions. Leave the date range blank to create all A/R Invoices.

4. Click the **Calendar** button and select the A/P invoice date, or enter the **A/P Invoice** date in the field provided.

   This is the date that appears on the A/P Vouchers generated for sales commissions.

   This field defaults to the current system date.

5. Select the **Create New Vendor(s) Using Sales Rep ID** check box to automatically create Vendor IDs while generating sales commissions.

   Be careful when you use the Create New Vendor Using Sales Rep ID feature.

Note: *VISUAL uses the Sales Rep ID as the Vendor ID; therefore, you must pay attention to your Sales Rep ID if you are planning on activating VISUAL to automatically create Vendor IDs. Make sure your Sales Rep IDs do not have the same numbering scheme as your Vendor IDs. Use unique alpha assignments instead (i.e. Bob Jones would be SR-Jones).*

This creates the new Vendor IDs and adds them to the Vendor table.

In order to create A/P Invoices for sales representatives, you must set up sales representatives as vendors. You can either set up as vendors before you use this function to generate invoices, or you can allow VISUAL to add the sales representatives to the table.

If the Create New Vendor(s) Using Sales Rep ID box is checked, VISUAL creates a Vendor ID for each of the sales representatives for whom invoices are generated using the Sales Rep ID. VISUAL adds the new Vendor IDs to the Vendor table for subsequent use.

6. Select the **Suppress Payment of Partial Commissions** check box if you do NOT want to generate partial commission payments. This applies only to partially paid A/R Invoices.

   Partial commissions may exist in VISUAL because VISUAL pays the commission to the sales rep only if you receive payment from the customer. If VISUAL receives a partial payment through A/R, any commission generated for that payment is a portion of the total that is due on the invoice order line.

   Leaving this box unchecked, VISUAL generates commissions based on partial payments.

7. If you selected the **Create New Vendor(s) using Sales Rep ID** check box, enter the following information in the **Settings for New Vendors** group box.

   Currency ID - Click the down arrow to select a Currency ID from the list.

   This is the Currency for which you are generating sales commissions.

   Entity ID - Click the down arrow to select an Entity ID from the list.

   This is the Entity for which you are generating sales commissions.

   Terms - Click the **Browse** button to select terms for the vendor. Use the default if you have already established the sales rep as a vendor under the Accounting tab of the Vendor Maintenance window.

See "Setting Terms" later in this chapter.

1099-MISC - Select the 1099-MISC check box to instruct VISUAL to activate the 1099 flag in the vendor file to report the sales commissions on the 1099 tax form. This field is optional.

8. Select the setting for the new invoices in the **Settings For New Invoices** group box.

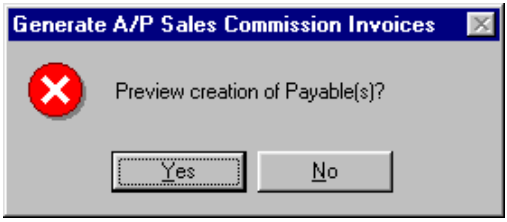
   These options determine the status of the voucher.

   Hold payment - Select this setting to generate new A/P Vouchers with a **Hold** status.

   Pay - Select this setting if you want to pay this invoice when it is due. The default is **Pay**.

9. Click the **Generate** toolbar button, or select **File**, **Generate** from the menu of Generate A/P Sales Commissions Invoices.

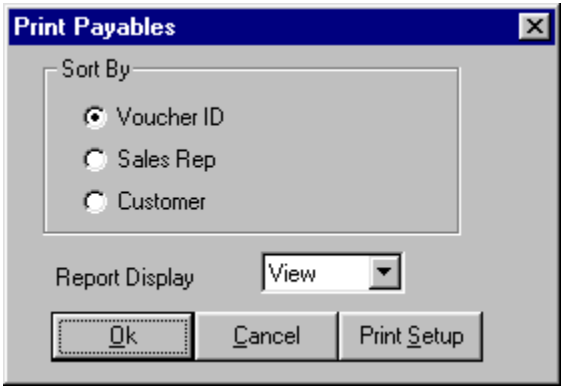
   A dialog box appears.



10. Click the **Yes** button to preview Payables generation, or the **No** button to continue generating A/P Sales Commission Invoices without previewing.

11. If you chose to preview the invoices, the Print Payables dialog box appears.

    If you chose **not** to preview the invoices, skip to step 15.



12. Select one of the three radio button options in the **Sort By** group box: Voucher ID, Sales Rep, or Customer.

13. Click the down arrow beside the Report Display field and select one of the following output types:

    View - Preview the invoices in a print preview window with the option to print.

    File - Save the invoices report to a file. VISUAL requires that you enter the path and name for the file.

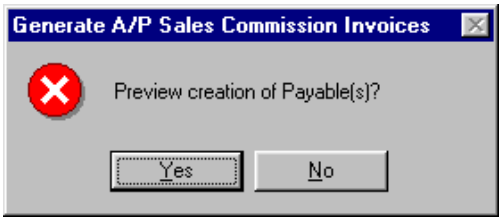
    E-mail - Send the invoices report to others via e-mail. VISUAL opens an e-mail with the invoice report as an attachment.

14. Click the **OK** button to continue.

    Click the **Cancel** button to exit the Print Payables dialog box without generating a report.

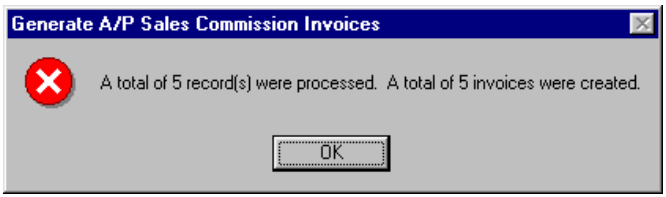
    Click the **Print Setup** button to modify printer options.

15. After you have sent, exited, saved the output, or declined to view an output, the next Generate A/P Sales Commission Invoices appears.



16. Click the **Yes** button to create payables, or the **No** button to exit the dialog box without generating a report.

    VISUAL generates the commission invoices. When it is finished, a dialog box appears, telling you the number of records that it processed and the number of invoices that it generated.



17. To post these invoices to the General Ledger, select **File**, **Payables**, **Invoice Entry** from the menu.

    The A/P Invoice Entry window opens.

    Select **File**, **Post to G/L** from the menu in the A/P Invoice Entry window, or select the **Post to General Ledger** toolbar button.

18. You can print the checks associated with these invoices by selecting **File**, **Payables**, **Payment Entry** from the Generate A/P Sales Commission Invoices menu.

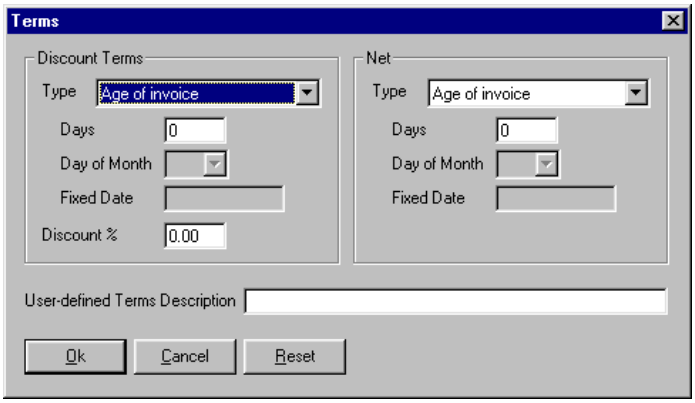
    Posting the commission invoices generated with the "Shipment" procedure, creates G/L transactions that Debit the Commissions Payable account and Credit Accounts Payable, relieving the commissions payable account. When a sales rep is linked to a customer order and that order is shipped and invoiced, VISUAL creates a G/L transaction that will Debit a Commission Expense account and Credit Commissions Payable. This way the commission expense and resulting liability is recognized when the product is invoiced, but does not become part of your Accounts Payable until the A/R Payment is received and you run the **Generate Commissions** function.

Setting Terms for Vendors

To set or modify purchasing terms for a vendor:

1. Click the **Terms** button in the Generate A/P Sales Commission Invoices window.

   The Terms dialog box appears.



   Discount Terms and **Net** group boxes offer the same term options. However, VISUAL treats payment transactions differently if the payment is recorded within the time frame specified in the **Discount terms**. If your vendor offers a discount to promote early payment for your company, then the **Discount terms** section allows you to define the terms within which you want to instruct VISUAL to automatically apply a discount on payments. The **Net** terms generally determines when the invoice becomes due for payment. VISUAL does not automatically reward payments applied beyond the **Discount terms** time frame with a discount, but the discount could be manually applied.

3. Choose from one of the following types in the Type field, then enter the appropriate information associated with the type you select. Click the down arrow to select a type.

   The type expresses the basis upon which the terms are calculated. Valid options include **Age of Invoice; Day of Month; Specified Date; Invoice Age, Day of Month;** and **EOM, No. of Day**s. Depending on the type selected, you will be required to specify information in one or two of the fields labeled **Days, Day of month,** or **Fixed dat**e.

Age of Invoice - If you select **Age of Invoic**e, then you must also enter a number the days in the Days field. The intent is to determine the number of days from the invoice date, within which VISUAL is to apply the discount when set in the **Discount terms** section, or within which the invoice is due for payment when set in the **Net** section.

For example, if the Discount Terms type is set to Age of invoice, the days set to 10, and the Net is set to Age of invoice with days set to 30. Then an invoice dated January 5 th would be due by February 4, which is the 30 th day following the invoice date, and VISUAL would automatically apply a discount if payment were recorded on or before January 15, as this would fall within the 10 days discounted terms.

Day of Month - If the type field is set to **Day of Mont**h, you will be required select from the Day of month field. This combination applied to the Discount Terms indicates that the invoice qualifies for a discount if payment is recorded on or before the next occurrence of the day of month specified. When applied to Net, this combination determines that this invoice will be due for payment on the next occurrence of the day of month specified.

For example, let's assume a Discount Terms Type set to Day of month and the day of the month is 10. The Net is also of Type Day of month, and the day of month is 25. In this case, an invoice issued on January 5 th will be discountable if paid by January 10 th , and become due by January 25 th . Setting the terms as this example illustrates, any invoice dated between the 10 th and the 25 th of a month would automatically fall outside the discount terms and be due on the 25 th .

Specified Date - If the type field is set to **Specified Dat**e, you will be required to enter a date in the Fixed Date field. When applied to Discount terms, VISUAL will automatically calculate and apply a discount to any payment applied on or before the specified date. When applied to Net, it indicated the date by which payment must be received in order to remain within terms.

For example, an invoice dated January 15, 2001 conforming to Discount terms Type of Specified Date with a Fixed date of 04/01/01, and Net of Specified Date with a Fixed date of 05/01/01, would be granted a discount percent as specified in the Discount % field if the payment is recorded on or before 04/01/01, while the invoice would become due for payment on 05/01/01.

Invoice Age, Day of Month - If you select **Invoice Age, Day of Month** in the Type filed, then you will be required to enter a number in the Months field, and you will also be required to select a from the Day of Month field. The intent is to determine the first occurrence of a specific day of month, but this after the invoice has reached a certain number of months. When set in the **Discount terms** section VISUAL is to apply the discount upon payment, if received on or before the calculated date for discount. The invoice is due for payment on the date calculated by the terms set in the **Net** section. For example, consider Discount terms Type set to Invoice Age, Day of Month, the Months set to 1 and Day of month to 10; Net set to Invoice Age, Day of Month with Months 1 and day of month 25. An invoice dated January 5 th would become due on the 25 th of February (1 month from January 5 th is February 5 th, and the first occurrence of the 25 th of a month is in February). If payment were received by February 10 th , then VISUAL would automatically apply discount to the payment for this invoice. **EOM, No. of Days** - If you select **EOM, No. of Days** in the Type filed, then you will be required to enter a number in the Months field, and you will also be required to select a from the Day of Month field. The intent is to set the day and the month when the invoice is due. When set in the **Discount terms** section VISUAL is to apply the discount upon payment, if received on or before the calculated date for discount. Yet, the invoice is due for payment on the date calculated by the terms set in the **Net** section.

For example, consider Discount terms Type set to EOM, No. of Days, the months set to 1 and the Day of month set to 10; Net set to EOM, No. of Days with Months set to 1 and Day of month 25. An invoice dated January 5 th would become due on the 25th of the following month, hence on February 25th. If payment were received by February 10 th , then VISUAL would automatically apply discount to the payment for this invoice.

Note: *You can select different term type in Discount terms than in Net.*

4. Click the **OK** button to save the terms and return to the Vendor Maintenance window.

5. Click the **Cancel** button to exit the window without selecting terms.

The terms appear in the window next to the **Terms** button.

At any time, you can click the **Reset** button in the Terms window to revert back to the previous Term settings.

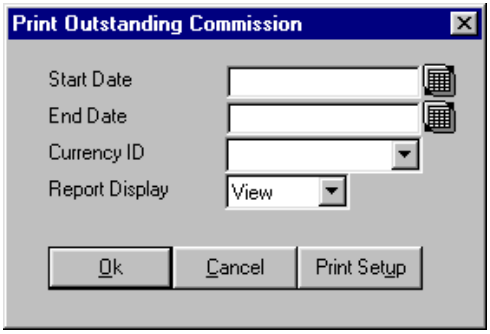
Printing the Commission Report

The Commission report prints the information for all Firm, Released, and Closed customer orders in a specific date range. It displays the amount of the order and the resulting commission amount by order or sales rep. This report populates from shipped orders only.

To print the Shipping/Delivery report:

1. Select **File**, **Print Commission Report** from the Generate Sales Commissions menu.

   The Print Outstanding Commissions dialog box appears.



2. Enter the following information in the dialog box.

   Start Date - Click the **Calendar** button to select a starting date for the report, or enter the date in the field provided.

   To print all dates in the range, leave the Starting and Ending Date fields blank.

   End Date - Click the **Calendar** button to select an ending date for the report, or enter the date in the field provided.

   To print all dates in the range, leave the Starting and Ending Date fields blank.

   Currency ID - Click the down arrow to select a currency for the report.

3. Click the down arrow beside the Report Display field to enter the type of output for your report.

   Print - Select this option output the file to a printer.

   If necessary, change the printer setup by clicking on the **Print Setup** button and make changes.

   View - Select this option to see what the printed output will look like before you print it.

File - Select this option to see save the report to a text file. You can then edit the file outside of VISUAL using any text editor.

E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. Click the **Print Setup** button to modify printer settings if necessary.
5. Click the **Ok** button to output your report.

   If you chose to print your report, the Print dialog box appears. Enter or select the necessary information then click the **Ok** button to print the report.

   Click the **Cancel** button to exit this dialog box without outputting the Commissions report.

Chapter 29

A/P Payable Inquiry

A/P Payable Inquiry

Infor VISUAL Financials Accounts Payable Inquiry provides you with detailed information vital to the effective management of your business concerning your vendors transactions. Information from entries in the Accounts Payable module create the base. The Accounts Payable module stores and processes information about monies owed to your company.

Use this module to match-up payments against invoices and to identify possible exchange differences. The module is equipped with options to enable you to further analyze vendor orders, aged debts, and to view monthly summary information. You can elect to view the pertinent information by individual vendor or by its entirety. You can also request the information to display in either system, vendor, transaction or tracking currency.

Starting A/P Payable Inquiry

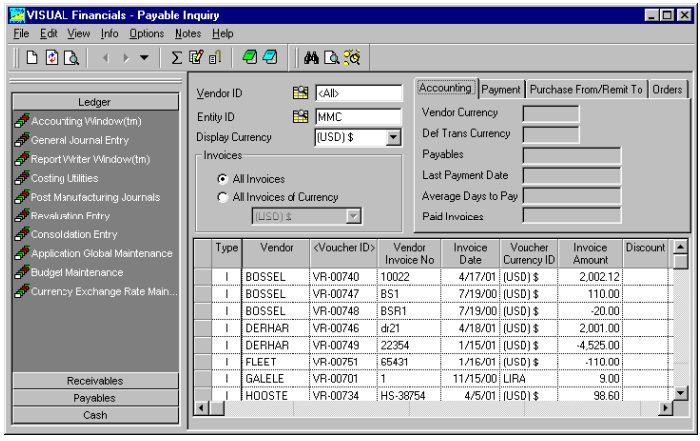
A/P Payable Inquiry displays vendor details. When you select the option, VISUAL activates the window with the entity as setup in manufacturing Application Global Maintenance.

The program uses the top portion of the window to display summary information and the bottom portion for invoices, credit notes and payments. Invoices and unallocated credits appear on the left side in black while allocated payments and credits appear on the right side. For easy identification, the payments appear in blue and the credit notes appear in magenta. Select the sort order and currency display using radio buttons and drop-down lists.

To open the A/P Inquiry window:

1. Select **Payables**, **Payable Inquiry** from the VISUAL main menu.

   The A/P Payable Inquiry window appears.


VISUAL Financials - Payable Inquiry
File Edit View Info Options Notes Help
Ledger
Accounting Window(tm)
General Journal Entry
Report Writer Window(tm)
Costing Utilities
Post Manufacturing Journals
Revaluation Entry
Consolidation Entry
Application Global Maintenance
Budget Maintenance
Currency Exchange Rate Main...
Receivables
Payables
Cash
Vendor ID <All>
Entity ID MMC
Display Currency (USD) $
Invoices
All Invoices
All Invoices of Currency
(USD) $
Accounting Payment Purchase From/Remit To Orders
Vendor Currency
Def Trans Currency
Payables
Last Payment Date
Average Days to Pay
Paid Invoices
Type Vendor <Voucher ID> Vendor Invoice No Invoice Date Voucher Currency ID Invoice Amount Discount
I BOSSEL VR-00740 10022 4/17/01 (USD) $ 2,002.12
I BOSSEL VR-00747 BS1 7/19/00 (USD) $ 110.00
I BOSSEL VR-00748 BSR1 7/19/00 (USD) $ -20.00
I DERHAR VR-00746 dr21 4/18/01 (USD) $ 2,001.00
I DERHAR VR-00749 22354 1/15/01 (USD) $ -4,525.00
I FLEET VR-00751 65431 1/16/01 (USD) $ -110.00
I GALELE VR-00701 1 11/15/00 LIRA 9.00
I HOOSTE VR-00734 HS-38754 4/5/01 (USD) $ 98.60

   The A/P Inquiry window contains both entry fields and action buttons.

2. Enter the following information in the Payable Inquiry window.

   Vendor ID - Click the **Browse** button to select a Vendor ID from the table, or enter the Vendor ID in the field provided.

   VISUAL automatically populates this field with **<All>**, which includes all vendors in the database.

   Entity ID - If necessary, click the **Browse** button to select an Entity ID from the table, or enter the Entity ID in the field provided.

   Display Currency - Click the down arrow to select a Currency ID from the list, or enter the Currency ID in the field provided.

3. Make the following selections in the **Invoices** group box.

   All invoices - Select this option to include all invoices regardless of currency.

   All invoices of Currency - Select this option to include all invoices of the specific currency only.

   VISUAL populates the fields with the pertinent information for the requested vendor invoice.

   If you select all invoices, you should also verify and/or select the currency of the requested vendor invoices.

4. Click the **Search** button (located at the bottom of the window) to search the table results for specific attributes.

   There are two columns that VISUAL enables you to search; the Voucher ID column and the Payment ID column. Simply double-click the column header to display the corresponding list. When you choose from the list, the associated information displays automatically. Select the further defining sort selections to display only the items wanted.

5. To view invoice details for an invoice, click the row header to highlight the row, then click the **Invoice Details** button to display specific details of an invoice.

6. To view payment details for an invoice, click the row header to highlight the row, then click the **Payment Details** button to display specific details of a payment.

7. To enter Vendor Note information to your inquiry, click the **Vendor Notes** toolbar button, or press the F7 key.

   See “Adding Notes/Specifications” later in this chapter.

8. To enter Voucher Notes to your inquiry, click the **Voucher Notes** toolbar button, or press the SHIFT + F7 key.

9. To view the next Vendor ID, click the Next Vendor ID toolbar button.

   To view the previous or next vendor ID in the set, click the Previous Vendor ID in Set, or the Next Vendor ID in Set toolbar buttons.

Selecting Viewing Options

Determine the transactions that you want to display using the options found under the **View** menu. Use this feature to track open vouchers, vouchers paid this period, all paid vouchers and vouchers that are partly paid or allocated. VISUAL displays a list of transactions pertinent to the selected vendor.

To view open items, select **View**, **Open Items** from the Payable Inquiry window.

VISUAL populates only the open items that pertain to the specified criteria. These should include vouchers not yet fully paid and credit notes not allocated.

To view closed items in this period, select **View**, **Closed this period** from the Payable Inquiry window.

VISUAL populates the vouchers fully paid this period.

To view all closed vouchers, select **View**, **Closed all** from the Payable Inquiry window.

VISUAL populates all of the vouchers fully paid since the account was opened.

To view partially paid or allocated vouchers, select **View**, **Part paid/ allocated** from the Payable Inquiry window.

VISUAL populates all of the vouchers where the total amount is greater than the paid amount.

To display more detailed allocation information, highlight the line on the A/P Inquiry table that you want to view, then click the **Invoice detail** button or the **Payment details** button.

VISUAL populates the Payable Inquirywindow with the following transaction detail information. Refer to the descriptions below when viewing this table.

Type - I = Invoice, M = Credit Note

Vendor - Vendor ID

Voucher ID - Voucher ID - as entered or generated by the system.

Vendor Invoice No - Invoice number as supplied by vendor

Invoice Date - Date given when invoice entered.

Voucher Currency ID - Native currency of the voucher transaction.

Invoice Amount - Total invoice amount converted based on the display currency you selected.

Discount - Discount received on this voucher.

Pay/Held - Voucher status.

Control No - Payment identifier generated by the system.

Payment No - Payment number as generated by VISUAL.

Payment Date - Date given when payment entered.

Payment Currency ID - Native currency of the payment transaction.

Payment Applied - Amount allocated to invoice. This amount can be adjusted by the display currency you select.

Balance - Vouchers outstanding balance due.

Exchange Difference - Payment Amount - Invoice Amount (system currency)

Invoice Rate 1F=>S - Exchange rate applicable on voucher date.

Payment Rate=>1FtoS - Exchange rate applicable on payment date.

Full Payment Amount - Total payment amount. If > payment amount, payment has been used to pay more than 1 voucher or additional amount was expensed on payment detail lines.

Payment or Credit Note - Indicates whether the amount was a payment, or a credit note.

Voucher Notes - If voucher notes exist for this detail line, VISUAL automatically selects the appropriate checkbox.

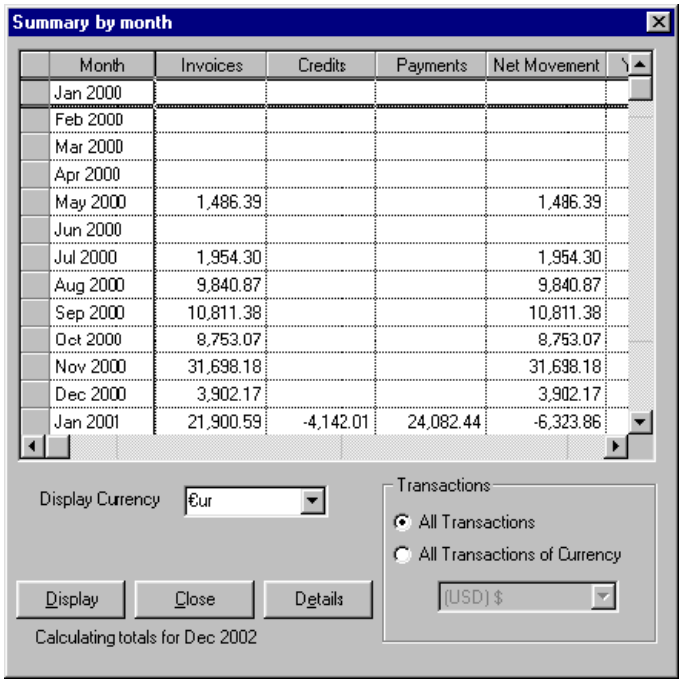
Selecting Info Options

VISUAL offers three functional modules to further detail your vendor information: Summary By Month, Purchase Orders, and Aging. It can be used for individual vendors or for all vendors.

Summary By Month

1. Click the **Browse** button beside the Vendor ID field to enter a customer in the Receivable Inquiry window, or enter the Vendor ID in the field provided.
2. Click the **Summary** toolbar button, or select **Info**, **Summary** from the menu.

   The Summary By Month dialog box appears.



The (Monthly) Summary tracks the financial calendar and then totals the invoices, credits and payments for each period.

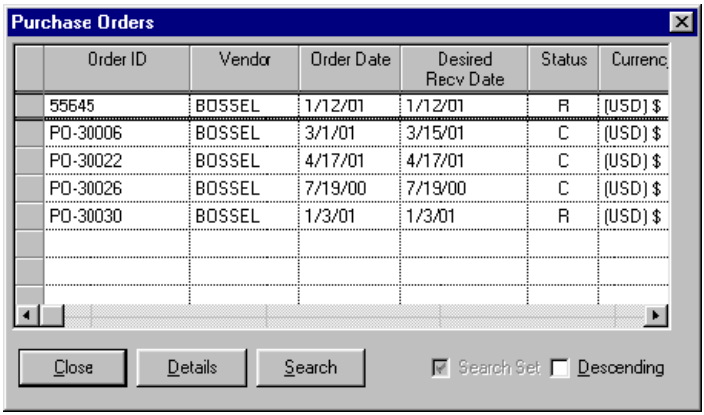
Highlight a period and click the **Display** button to populate the period totals.

Highlight a period and click the **Details** button to display transaction details for that period in date order.

Purchase Orders

1. Click the **Browse** button beside the Vendor ID field to enter a customer in the Receivable Inquiry window, or enter the Vendor ID in the field provided.
2. Click the **Orders** toolbar button, or select **Info**, **Orders** from the menu.

   The Purchase Orders dialog box appears.

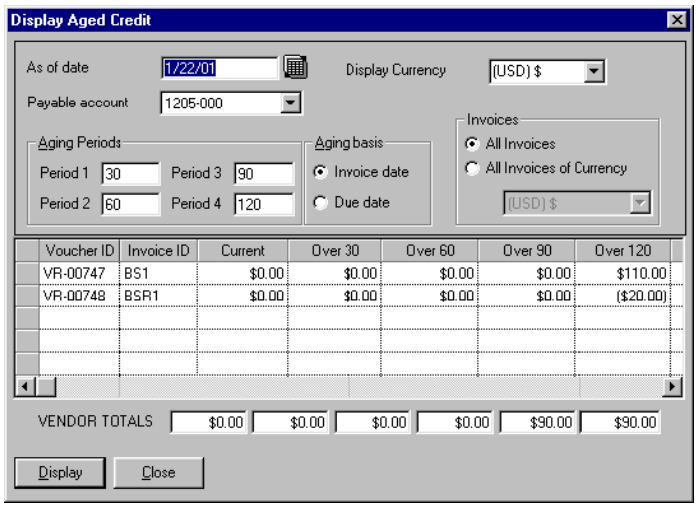


The (Purchase) Orders module displays a history of orders, by individual vendor or by all vendors. Highlight an order and click the **Details** button to display transaction details for that period in date order.

Aging

1. Click the **Browse** button beside the Customer ID field to enter a customer in the Receivable Inquiry window, or enter the Customer ID in the field provided.
2. Click the **Aging** toolbar button, or select **Info**, **Aging** from the menu.

   The Display Aged Debt dialog box appears.



The Aging (Display Aged Credit) tracks the aging analysis for any selected vendor or for all Payables for the periods specified. The default is 30, 60, 90 and 120 days. The Payable account defaults to the account as set in the G/L Interface Table, the aging basis is computed by invoice date and in the system currency. You can overwrite any of these options to re-display the aging details by overtyping the appropriate entries and then pressing the **Display** button.

Configuring Line Item Tables

Payable Inquiry in Infor VISUAL Financials offers line item tables that are user configurable.

Moving Columns

To move a table column, move the pointer to the bottom edge of the column header for the column, just below the column label. The pointer changes to a double-arrow icon indicating a column move. Simply hold down the left mouse button, and drag the column horizontally to the desired position. The table automatically scrolls, if necessary. Release the mouse button to move the column.

Resizing Columns

To change the size of a table column, place the pointer on the separator between two column headings. The cursor changes to a double-arrow with a vertical line, indicating movement of the divider between the columns. Hold down the left mouse button and drag horizontally, changing the size of the column to the left. Release the mouse button to finish the operation.

Showing/Hiding and Renaming Columns

To show or hide columns, or rename them, select **Configure Line Item Table** from the Options menu. The table contains a line for each column that can be shown in the table. The Column Name shown is the internal VISUAL column name and begins with the letters col. The name is usually close to the column's function and/or title.

The attribute column controls the visibility of the columns, showing Visible or Hidden. The Title column shows the text that appears in the column header. To show or hide columns, select their row and click on **Make Visible** or **Make Hidden**. You can use **Select All** or **Deselect All** if you want to show or hide most of the columns at once.

To modify column titles, modify the text in the Title field for the column. You can use the @ sign in titles to indicate a line break, to specify titles to appear on multiple lines.

Click on **Ok** to complete the operation. Note that this also saves the current column sizes and positions.

Be careful not to hide any columns that are required by the program. If this happens, VISUAL gives you the normal error message that a field needs an entry when you try to use the application.

Table configurations are saved in .INI files named in the same way as program files. For example, Accounts Payable Entry table settings are saved in VFAPCENQ.INI. These files are stored in the workstation's executable directory or user-defined default directory, therefore they are specific to that workstation. This allows individual users to customize the tables to their own preferences.

Working with Notations

Notations (notes, for short) are free form text used exclusively for internal documentation purposes. Although they are associated with the vendor order in much the same way as specs, they are fundamentally different:

- ❒ Notes are designed exclusively for the internal use of your business. They are NOT included on any outgoing paperwork.
- ❒ Individual note entries are automatically date/time stamped, and maintained as separate entries. You can scroll through the notes attached to an invoice or vendor for histories of information. This is different from specs, where you can modify the entire block of text at any point as a single object.

All notations in Infor VISUAL Financials function in the same way.

There are four types of notes that work with the A/P Inquiry window:

- ❒ Vendor Notes
- ❒ Voucher Notes

The vendor notes and voucher notes work in basically the same way. The difference between them is that vendor notes reference the general vendor notes data, whereas voucher notes are tied to the A/P invoice.

Vendor Notes are running notes associated with the current Vendor ID attached to the A/P invoice. The notes can be used for internal dialogs regarding the vendor. Vendor notes are NOT linked to any A/P voucher, but to the current vendor. If no vendor is selected, the Vendor Notes are not active. Vendor Notes are accessed by pressing the **Vendor Notes** button on the A/P Invoice Entry window, or by selecting the **Vendor Notations** option from the Notes menu.

Voucher Notes are associated with the voucher as a whole. You can use them for internal information concerning this particular voucher. Voucher Notes are accessed by pressing the **Voucher Notes** button on the A/P Invoice Entry window, or by selecting the **Voucher Notations** option from the Notes menu.

Showing Multiple Notations & Specifications Windows

You can have multiple notations and specifications windows open at the same time. For example, you can simultaneously show Invoice Notations, Vendor Notations, and Order Specifications.

There are two options available to manage the display of these windows; tiling and cascading and both available from the Notes menu.

Tiling Notations/Specifications

VISUAL stacks all open notation and specification windows vertically on the right side of the screen, so that each window is fully uncovered. This is useful if you have a higher resolution display, because it allows you to use all of the screen space.

Cascading Notations/Specifications

Cascading is described as stacking all open notation and specification windows one on top of the other, each one shifted down and to the right. You can see the title bar on each window. To access a window, click on its title bar to move it to the front. Use this option when you have a small screen.

Resizing Notations/Specifications

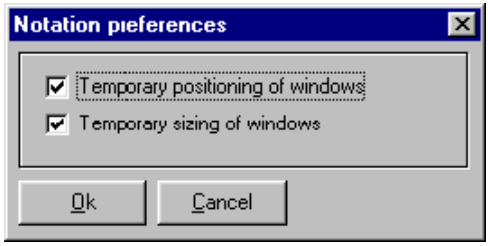
You can re-size Notation windows to any size. The test portion of the window grows or shrinks in both directions.

Notation Preferences

Notation preferences are associated with the positioning of the notation windows for use in the temporary positioning and sizing of the notation windows.

1. You can access the option by selecting **Notes**, **Notation preferences** from the menu.

   The Notation preference dialog box appears.



2. You have two options to choose from. You can use either or both consecutively.

   The check box options are:

   Temporary positioning of windows - This allows you to position the notation dialog box on your screen while working with the current feature.

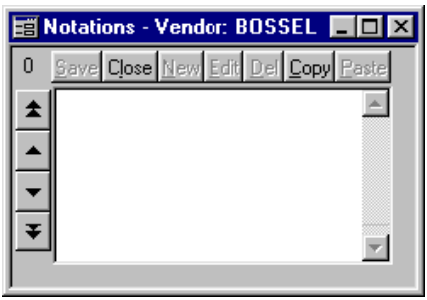
   Temporary sizing of windows - This allows you to temporarily size the notation dialog box.

Adding Vendor and Voucher Notes

The vendor notes and voucher notes work basically the same. The difference between them is that vendor notes are tied to the vendor and voucher notes are tied to the A/P Voucher. That is, a note entered for a vendor in one voucher will also appear is every other voucher that the vendor appears in. Likewise, the notes entered for a voucher will only appear in the A/P Voucher that they were written.

1. With the appropriate voucher or vendor open in the A/P Invoice Entry window, click the **Vendor Notes** or **Voucher Notes** toolbar button. Or you can access the option by selecting the appropriate option from the Notes menu of the window.

   The Notations dialog box appears.



2. Click the **New** button to create a new entry.

   An entry line prompt appears with the current date and time.

3. Enter the context of your note.

   You can enter an unlimited amount of information.

   Use the **Copy** button to copy text in the dialog box to the clipboard.

   Use the **Paste** button to paste text that you copied from another location into the notes box.

4. Click the **New** button to add any additional notes.

5. Click the **Save** button to save the Notes.

6. Click the **Close** button to close the Notations dialog box and return to the A/P Payable Inquiry window.

Editing Notations

To edit a notation entry:

1. Display the note that you want to edit.
2. Use the navigation arrows to the left of the dialog box to move to the entry that you want to edit. The single up and down arrows move you one note at a time. The double up and down arrows display the first and last note respectively.
3. Click the **Edit** button.
4. Make the necessary changes.
5. Click the **Save** button to save your changes.
6. Click the **Close** button to close the Notations dialog box and return to the A/P Payable Inquiry window.

You can use the Tile Notations/Specifications and Cascade Notations/Specifications commands available from the Notes menu to arrange the Voucher Notes and Vendor Notes windows in order to leave the notes windows open while you continue to work on the A/P Payable Inquiry window.

Deleting Notation Entries

To delete a note entry:

1. Use the navigation arrows to the left of the dialog box to move to the entry that you want to delete.
2. Click the **Del** button.

   An **X** appears next to the entry stating that the entry is targeted for deletion.
3. Click the **Save** button to permanently remove the entry.
4. Click the **Close** button to close the Notations dialog box and return to the A/P Payable Inquiry window.

Chapter 30

Cash Book

Cash Book

Cash Book is VISUAL's bank account management tool. Cash Book collects all of the cash transactions from the Accounts Payable Payment Entry feature and the Accounts Receivable Cash Application feature to facilitate your bank reconciliation. Cash Book also allows you to manually enter adjustment transactions to the bank account, such as bank interest, fees, transfers, and automatic deposits and withdrawals.

VISUAL automatically adds Accounts Payable payments and Accounts Receivable receipt transactions to Cash Book when you post them to the General Ledger. Use Cash Book to reconcile your bank statements after you have entered your manual adjustments for the month, VISUAL accumulates the transactions. The General Ledger Balance and the corresponding Check Register Balance must reconcile.

Use the Cash Book window to view the transactions from Cash Application in Accounts Receivable and Payment Entry in Accounts Payable and to enter manual adjustments to the bank accounts (i.e. interest and fees).

Daily deposits are remitted to the bank in batches that appear on your Bank Statement for reconciliation. These should coincide with the batches that you receive through the period. Keeping those batches synonymous with your Check Register makes reconciliation easier. Cash Book gives you the capability to assign checks to a Deposit ID, create a deposit, and view deposit details. Any differences between the value posted to Cash Book from the bank statement are applied directly on the Cash Book line. The difference is automatically updated to the cash account.

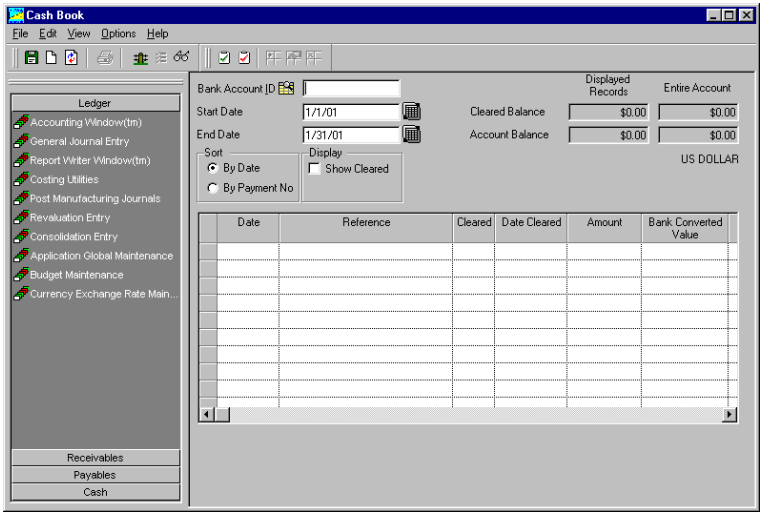
Cash Book works with Bank Account Maintenance, tracking Bank Transfers and Charges in both the system currency as well as Multi-Currency. VISUAL incorporates the functionality to be fully Euro compliant. You are able to track receipts as well as expenditures of different currencies. Transaction currency cash receipts and/or payments are converted to bank account currency. Refer to Chapter 32 for more information.

Starting Cash Book

Cash Book is available from VISUAL's Main menu under **Cash**.

Select **Cash**, **Cash Book** from the main menu.

The Cash Book window appears.



Getting Started with Cash Book

The Cash Book displays all the cash transactions generated from A/P payments and A/R cash applications. You can access each Bank Account ID in the database through Cash Book; however, you can only reconcile one Bank Account ID at a time.

1. In the Cash Book window, click the **Browse** button beside the Bank Account ID field to select an Account ID from the list, or enter the Bank Account ID in the field provided.

   After you select or enter a Bank Account ID, VISUAL populates the transaction records and Account balances. When you mark records as Cleared on the table, VISUAL automatically updates the Cleared balance fields accordingly.

   The transaction detail also populates the table portion of the window.

   The Cash Book table window shows all transactions from the Start date forward, sequenced in date or payment number order, then by type.

   The original date of each transaction, the description of each transaction, (Accounts Receivable deposit, Accounts Payable payment or an adjustment entered directly, and a cleared check box for each transaction) if checked, indicates that the transaction has cleared the bank. The amount of each transaction (payment, adjustment, or deposits) and the cumulative amount for the bank account are shown by line. If you are using multi-currency, the native currency amount appears in the Currency Amount column.

2. Click the **Calendar** button and select the Start Date, or enter the Start date in the Start Date field.

   This date is the original date of the transaction. For Accounts Payable payments, this is the print date of the payment. For Accounts Receivable deposits, this is the deposit date you specify. For adjustments in Cash Book, this is the date you specify when you add the adjustment.

   VISUAL defaults to the Start and End dates of the current system date period. To view all uncleared transactions up to the end of the period, clear the Start Date field. If you clear both the Start Date field and the End Date field, all uncleared payment transactions appear.

To selectively view transactions for the month you want to reconcile, select a new Start date. VISUAL only displays cleared transactions for that specific period and subsequent.

For example, if you are currently reconciling January and there are also transactions for February, and you request a Start Date of December, VISUAL displays all transactions for December, January and February.

3. Click the **Calendar** button beside the End Date field and select an End Date, or enter the End date in the field provided.

   This is the end or cut off date that VISUAL uses to select the transactions.

4. You can choose the sort sequence you want by clicking the appropriate option in the **Sort** group box (by date or by payment number).

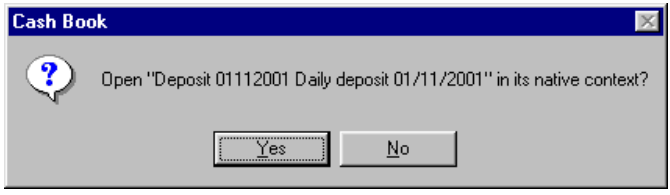
5. To display only cleared items, click the **Show Cleared** check box in the **Display** group box.

   To display all items, leave the check box checked for **Show Cleared Bank**.

   The Date Cleared column denotes the date the item cleared the bank statement.

6. To open items (payments or deposits) and view them in their "native" (original) context, double-click the line.

   VISUAL confirms if you want to open the selected line item.

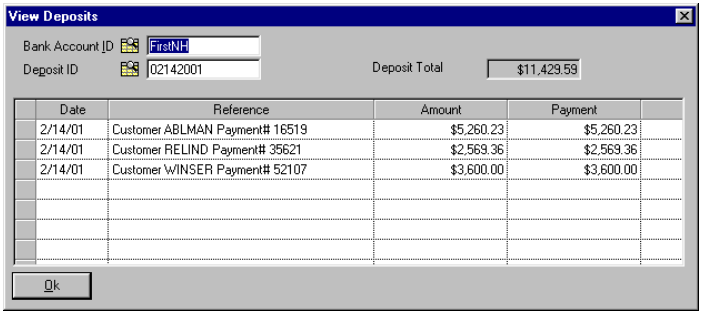


7. Click the **Yes** button to open the item, or the **No** button to return to the previous window without opening the item.

   VISUAL opens the original A/P Payment Entry invoice (voucher).

8. To view existing Deposit IDs, click the **View Deposits** toolbar button, or select **Edit**, **View Deposits** from the menu.

   The View Deposits dialog box appears.



   The list of Deposit IDs appear. You can make a selection from the list. This function gives you the ability to view deposit details however, you cannot make edits. You can automatically assign a Deposit ID to all cash receipts; this eliminates the need to allow the subsequent attachment at a later date.

   To use an existing ID, enter that ID in the Deposit ID column.

9. Enter any non A/P or A/R related cash transactions.

   Typical examples include bank service charges, interest and/or transfers, and automatic withdrawals/deposits. These transactions are known as Bank Adjustments in the Cash Book.

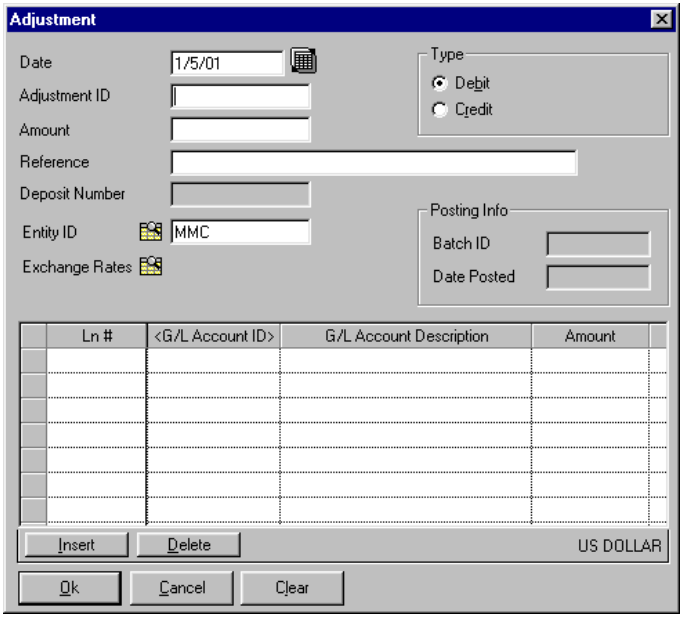
Adding Adjustments

Bank account adjustments create journal postings based on the information entered in the adjustment dialog box. After you have entered the adjustments, you need to post them to the General Ledger using the **File**, **Post adjustments to G/L** menu.

1. In the Cash Book window, click the **Browse** button beside the Bank Account ID field to select the Bank Account ID you want from the list, or enter the Bank Account ID in the field provided.

2. Click the **Add Adjustment** toolbar button.

   The Adjustment dialog box appears.



3. Enter the appropriate information in the following fields:

   Date - Click the **Calendar** button to select a date, or enter the date in the field provided.

   Adjustment ID - Specify an identifier for this transaction.

   Amount - Specify the amount of the transaction adjustment.

   Reference - Enter a description for the adjustment.

   Deposit Number - VISUAL populates the field automatically.

   Entity ID - Click the **Browse** button to select an Entity ID from the list, or enter the Entity ID in the field provided.

   VISUAL populates this field automatically from the main Cash Book window.

   Exchange Rates - Click the **Browse** button to select an exchange rate, or enter the exchange rate in the field provided.

   Use to specify the exchange rate, if it is different than the populated rate from the Cash Book window.

   VISUAL uses the Adjustment and Reference fields as the Reference description for the detail item in the Cash Book window.

   VISUAL populates the Posting Info, Batch ID, and Date Posted from the main Cash Book window.

Type - Select how this adjustment is to affect the bank account. Choose from **Credit** or **Debit**. As an example, bank interest would be a debit to the bank account.

4. Click the **Insert** button to insert a new row.
5. Specify the **G/L Account ID** (offsetting account) to which you are posting this transaction. VISUAL automatically populates the G/L Account Description in the G/L Account Description field.

   You can separate adjustment amounts to various offsetting accounts.
6. Specify the Amount in the amount field. To automatically add another row, Tab past the last field in the row, or click the **Insert** button again.

   Click the **Clear** button to clear all information in the Adjustments dialog box.
7. To delete a row, highlight the item, then click the **Delete** button.
8. Click the **Ok** button to add the adjustment.

   Click the **Cancel** button to exit the Adjustments dialog box without adding an adjustment.
9. If you clicked the **OK** button, VISUAL redisplays the Cash Book window and places the transactions in the correct order, sequenced by date. The Account Balance for the account is updated automatically to reflect the adjustment you added.

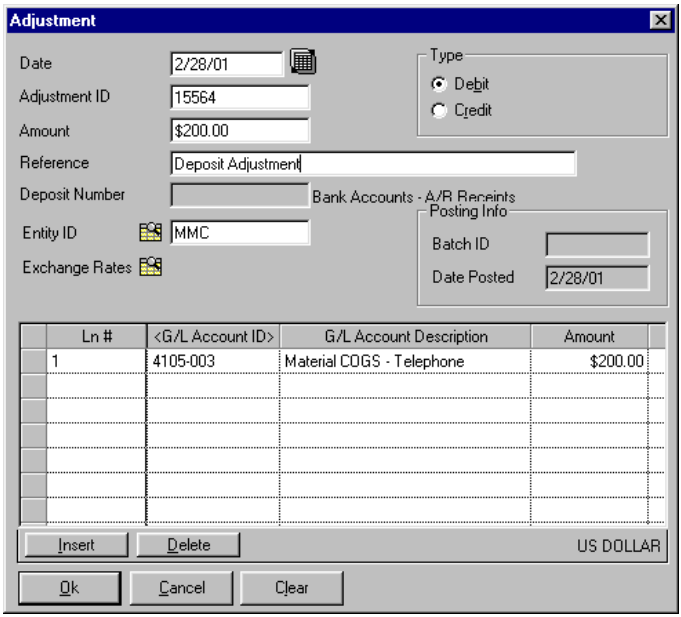
Editing Adjustment Transactions

You can edit the adjustment transactions you create until you post them to the ledger.

Double-click on a row, or click the **Edit Adjustment** button to open the document related to the currently selected row in its native application. Any changes you make to these documents are dynamically updated in the table.

1. Highlight the transaction line in the Cash Book window, then click the **Edit Adjustment** button.

The Adjustment dialog box appears.



2. Make any changes to the information you want.
3. Click the **Ok** button.

   When you view adjustments already posted to the ledger, VISUAL shows the Batch ID and Posting Date.

Deleting Adjustment Transactions

You can delete adjustment transactions as long as you have **not** posted them to the ledger. After the transactions are posted you **cannot** delete them.

To delete an unposted adjustment:

Highlight the transaction line in the Cash Book window, then click the **Delete Adjustment** button, or select **Edit**, **Delete Adjustment** from the menu.

VISUAL indicates the item has been deleted by placing an **X** in the row header.

VISUAL dynamically maintains the amount total fields as you make changes in Cash Book.

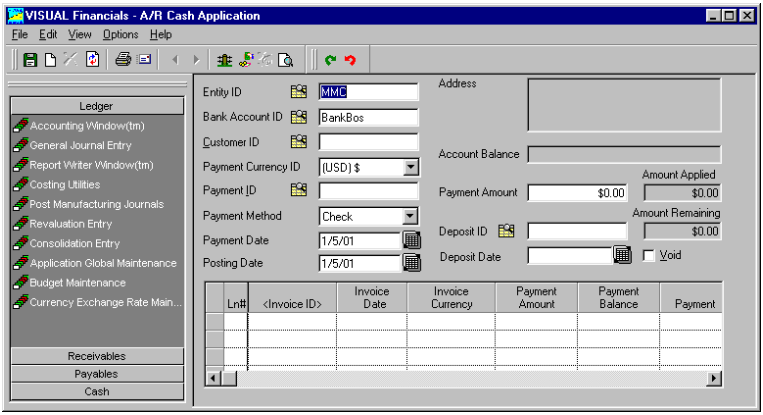
Posting A/R and A/P Transactions to the General Ledger

When you are preparing to reconcile the bank statement for the month, ensure that you have posted all the transactions generated from Accounts Receivable and Accounts Payable to the General Ledger.

You can quickly access both the windows you need to use from the **File** menu.

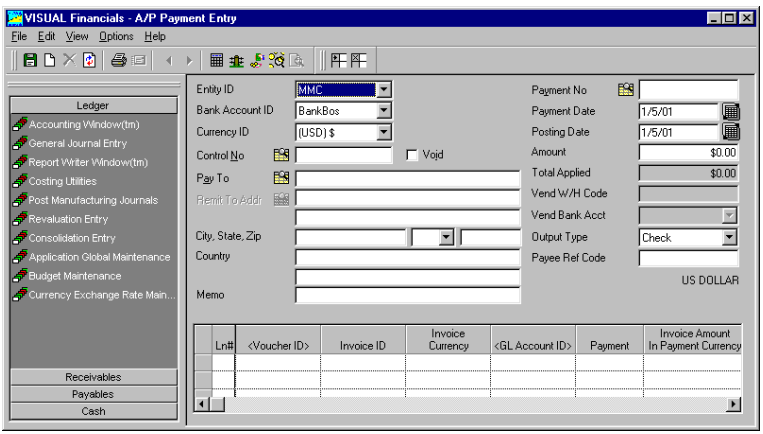
Select **Receivables**, **Cash Application** to post Accounts Receivable deposits.

The A/R Cash Application window appears.



Select **Payables**, **Payment Entry** to post Accounts Payable checks.

The A/P Payment Entry window appears.



Optionally, select **Close/Reopen Account Period** for unposted transactions.

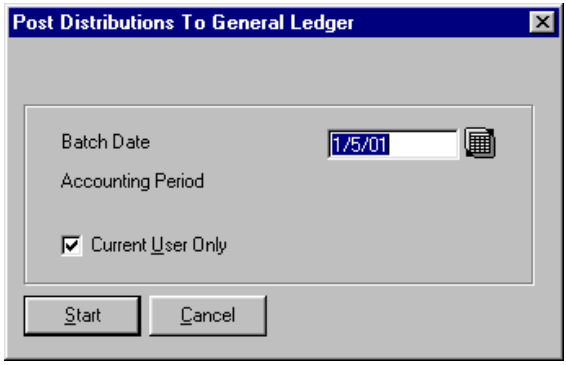
Posting Cash Book Adjustments to the General Ledger

After you enter all your adjustments to the Cash Book, you need to post them to the General Ledger. You post through the **Post Adjustments to G/L** function available from the **File** menu of the Cash Book window. This posts all the adjustments you enter for all bank accounts. You have the option of posting only your adjustments or all the outstanding adjustments for all users.

To post your adjustments:

1. Select **File**, **Post Adjustments to G/L** from the menu.

   The Post Distributions to General Ledger dialog box appears.



2. Click the **Calendar** button beside the Batch Date field to select a Batch Date, or enter the Batch Date in the field provided.

   VISUAL uses this as the date for the batch of adjustment transactions it creates. When you Tab out of the field, VISUAL fills in the month and year of the accounting period in which the date falls.

3. If you want to process all adjustments, uncheck the **Current User Only** check box.

4. Click the **Start** button to begin processing.

   VISUAL gives you the option of viewing the transactions before posting the batch to the ledger.

Clearing Transactions in Cash Book

After you have accumulated all the transactions for the month in Cash Book, you are ready to compare your bank statement with your Cash Book transactions to determine what has cleared. When you determine that a transaction has cleared, use the procedure below to report it to the Cash Book. VISUAL displays Cleared Balance and Account Balance totals as well as dollar amounts for Displayed records and for the Entire account. When records are marked as **Cleared**, the Cleared Balance field displays the adjusted value.

1. Click the **Browse** button beside the Bank Account ID to select an ID from the list, or enter the Bank Account ID for the account you want to reconcile in the Bank Account ID field.
2. Enter the **Start** date and **End** date directly or use the **Calendar** button to make your selections in the appropriate fields.

   VISUAL populates the appropriate data fields.
3. To indicate that a single transaction has cleared the bank, select the item you want cleared, then click the **Set Cleared** toolbar button, or select the check box in the Cleared column for the transaction line.

   A check mark appears, indicating a cleared transaction.

   To undo the check box in the Cleared column, click the checkbox again, or click the **Set Uncleared** toolbar button. This returns the transaction to an uncleared status.

   To mark multiple transactions as cleared at the same time, highlight the lines and click the **Set Cleared** toolbar button.

   Check marks appear in the **Cleared** check box for all the selected lines.

   To deselect multiple lines cleared, highlight the lines and click the **Set Uncleared** toolbar button. This returns the multiple transactions to an uncleared status.

   As you mark transactions as **Cleared** or **Uncleared**, VISUAL dynamically updates the Cleared Balance total field as compared to the Account balance field.

   The Date Cleared column displays the date in which the item cleared the bank statement.

   To open items in their “native” context, double-click on it.
4. Click the **Save** button to save your changes.

VISUAL saves the changes you have made to the bank account. Your next step is to reconcile your Cash Book to your bank statement.

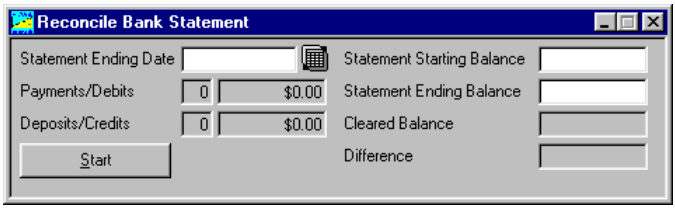
You can click the **Clear** button at any time before clicking on **Save** to remove all the changes you have made.

Reconciling Cash Book

After you have posted all A/P, A/R, and adjustment transactions for a bank account, you are ready to reconcile Cash Book to your bank statement.

1. Click the **Browse** button beside the Bank Account ID field to select an ID from the list, or enter the Bank Account ID in the field provided.
2. Click the **Reconcile** toolbar button, or select **File**, **Reconcile** from the menu.

   The Reconcile Bank Statement dialog box appears.



   If this is the first time the reconciliation has been done, the Statement Starting Balance field appears blank and calculates at $0.00. Later reconciliations will carry the ending balance over from the previous reconciliation process.

3. In the Statement Ending Balance field, enter the ending balance from your bank statement.

   VISUAL calculates the difference between the bank's balance and your Cleared Balance and enters it in the difference field. The value is based on the difference between the beginning and ending balance. This value changes as the items clear.

4. If a difference exists, attempt to rectify it by rechecking the cleared items.

   You can change the **Cleared** status of a transaction line in the Cash Book window without closing the Reconcile dialog box. You can click the **Cleared** check box to change the status (to Uncleared) of an individual transaction. Or if you need to include or exclude a group of transactions, you can highlight the rows, then click the **Set Cleared** or **Set Uncleared** button.

   As you change the **Cleared** status of transactions in the Cash Book window, VISUAL adjusts the totals in both the Cash Book window and the Reconcile dialog box dynamically. The following two fields in the Reconcile dialog box reflect the changes you just made while displaying both windows.

Payments, debits - the number field reflects how many additional payment-type transactions you included as cleared (the count decrements if you remove the Cleared status). The amount field is the sum of payment-type transactions you cleared.

Deposits, credits - the number field reflects how many additional deposit-type transactions you included as cleared (the count decrements if you remove the Cleared status). The amount field is the sum of deposit-type transactions you cleared.

VISUAL allows you to stop and restart the reconciliation process without incident. You can review prior reconciliations. You begin the process by entering the appropriate bank statement date.

When the value of the Difference field is $0.00, you are done reconciling this account.

5. Click the **Done** button.

   This procedure updates the database for those items that have been cleared.

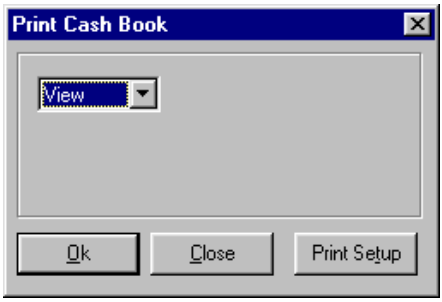
   Reconcile each bank account individually. Be sure to reconcile all accounts. VISUAL is now ready to continue with the next bank account, if necessary.

Printing the Cash Book Report

You can print the Cash Book report at anytime, but it is most useful after you have finished the reconciliation process.

1. Click the **Browse** button beside the Bank Account ID field to select the Bank Account information you want to print, or enter the Bank Account ID in the field provided.
2. Select **File**, **Print Cash Book** from the menu.

   The Print Cash Book dialog box appears.



3. Click the down arrow to select one of the following output types.

   Print - Select **Print** to output the report to your printer.

   Click the **Print Setup** button to view a window that allows you to select a printer and to customize your print output options.

   View - Select **View** to output the report to display on your monitor to see what the output will look like before you print it. When the information appears on the screen, you can scroll through it and then print if a hard copy is needed.

   File - Select **File** to output the report to a text file. You can then edit the report outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich test (.RTF) attachment through your electronic mailing system.

4. Click the **Ok** button to print the report.

   The Cash Book report is based on the Bank Account ID and Start date that appears in the Cash Book window. The report only shows those transactions from the date that appears in the Start Date field forward. To see all transactions, set the Start Date to the oldest date in the database that has transactions for the current Bank Account.

   This report is helpful to track outstanding checks.

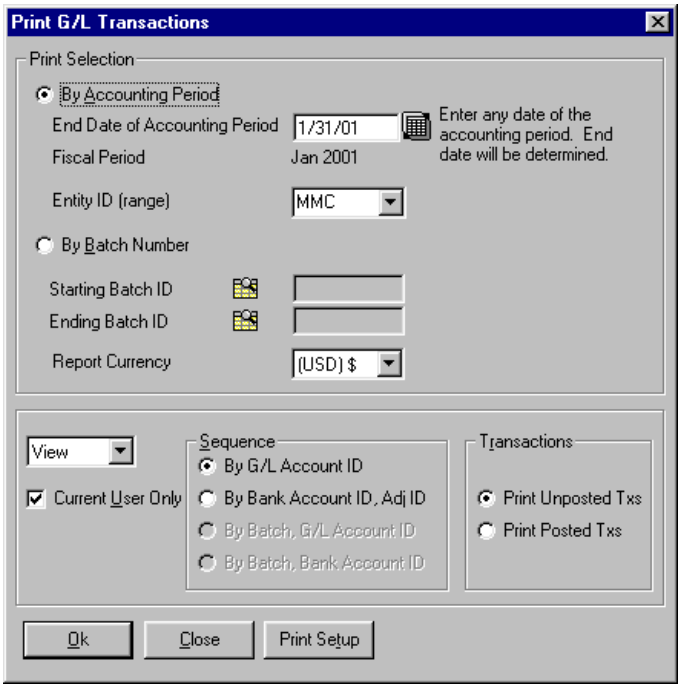
5. Click the **Close** button to return to the Cash Book window.

Printing G/L Transactions

The Print G/L Transaction report feature is available for printing from the **File** menu.

1. Select **File**, **Print G/L Transactions** from the menu.

   The Print G/L Transactions dialog box appears.



2. Select one of the two print options:

   By Accounting Period - Print G/L Transactions by accounting period.

   By Batch Number - Print G/L Transactions by batch number.

3. If you choose printing **By Accounting Period**, enter the following fields.

   End Date of Accounting Period - Click the **Calendar** button and select any date within the accounting period you want, or enter the date in the field provided.

   Fiscal Period - VISUAL determines the Fiscal Period when you enter an End Date for the accounting period.

   Entity ID (Range) - Click the down arrow to select an Entity ID from the list, or enter the Entity ID in the field provided.

4. If you are printing **By Batch Number**, refer to the following fields:

   Starting Batch ID - Click the **Browse** button to select the starting batch ID from the list, or enter the Starting Batch ID in the field provided.

   Ending Batch ID - Click the **Browse** button to select the ending batch ID from the list, or enter the Ending Batch ID in the field provided.

5. Click the down arrow next to the Report Currency field to select a Currency ID from the list.

6. Choose the output destination by clicking the down arrow and selecting one of the following:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the print output will look like before it is printed.

   File - Select this option to save the report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text (.RTF) attachment through your electronic mailing system.

7. Select the **Current User Only** checkbox to print those transactions entered by the current user, or leave the box unchecked to print all G/L transactions.

8. Select the order of the items on the report in the **Sequence** group box.

   If you chose to print By Accounting Period, choose from **By G/L Account ID**, or **By Bank Account ID, Adjustment ID**.

   If you chose to print By Batch Number, choose from By G/L Account ID, By Bank Account ID, Adjustment ID, By Batch, G/L Account ID, By Batch, Bank Account ID.

9. Select whether to print posted or unposted transactions in the **Transactions** group box.

   If you are using the report to check transactions prior to posting, be sure to click the **Unposted Txs** radio button. When printing by Batch Numbers, only the **Print Posted Txs** option is available.

10. Click the **Print Setup** button to modify printer options.

11. Click the **Ok** button.

    If you select **Print** as the output type, a standard Windows printer dialog box appears.

    Make the appropriate selections, then click the **Ok** button.

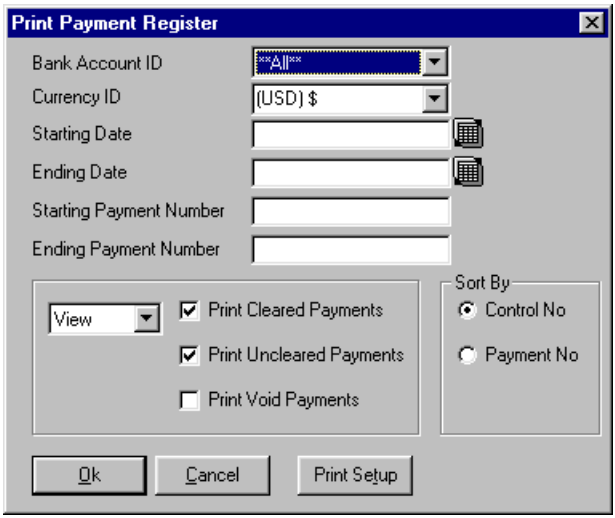
    VISUAL outputs the report. Refer to “Reports” in Appendix A for an example of the G/L Transactions report.

Printing the Payment Register

The Print Payment Register report feature is available for printing from the **File** menu.

1. Select **File**, **Print Payment Register** from the menu.

   The Print Payment Register dialog box appears.



2. Click the down arrow to select a Bank Account ID from the list, or leave the account at the default (****All****) to print all payments.
3. Click the down arrow to select a Currency ID from the list, or enter the Currency ID in the field provided.
4. Click the **Calendar** button beside the Starting Date field to enter a starting date, or enter the starting date in the field provided.
5. Click the **Calendar** button beside the Ending Date field to enter an ending date, or enter the ending date in the field provided.
6. Enter the Starting payment number and the Ending payment number to be printed in the appropriate fields.

   If you want to print all payments within the specified Bank Account ID, leave the fields blank.
7. Select any of the following options you want to include in the Payment Register report.

   - ❑ Print Cleared Payments
   - ❑ Print Uncleared Payments
   - ❑ Print Void Payments

8. Select one of the following options in the **Sort By** group box.

   - ❑ Control Number
   - ❑ Payment Number

9. Choose the output destination by clicking on the down arrow and selecting one of the following:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the print output will look like before it is printed.

   File - Select this option to save the report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text (.RTF) attachment through your electronic mailing system.

10. Click the **Ok** button.

    Click the **Cancel** button to exit the dialog box without printing the report.

    Click the **Print Setup** button to modify printer options.

11. If you select **Print** as the output type, a standard Windows printer dialog box appears.

    Make the appropriate selections, then click the **Ok** button.

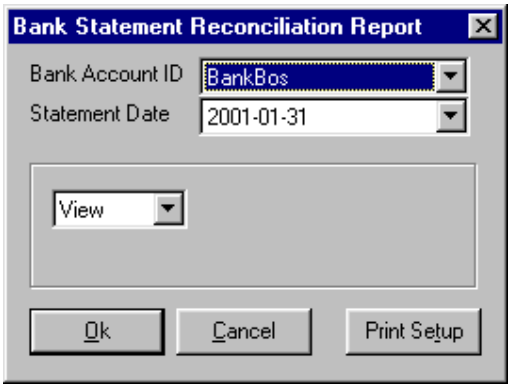
    VISUAL outputs the report. Refer to “Reports” in Appendix A for an example of the Payment Register Report.

Printing the Bank Statement Reconciliation Report

The Print Bank Statement Reconciliation report feature is available for printing from the **File** menu.

1. Select **File**, **Print Bank Statement Reconciliation** from the menu.

   The Print Bank Statement Reconciliation Report dialog box appears.



2. Click the down arrow beside the Bank Account ID field to select an account ID from the list.
3. Click the down arrow beside the Statement Date field to select the statement date from the list.
4. Click the down arrow to select one of the following output types:

   Print - Select this option to output the file to a printer.

   View - Select this option to see what the print output will look like before it is printed.

   File - Select this option to save the report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-Mail - Select this option to send the report as a rich text (.RTF) attachment through your electronic mailing system.
5. Click the **Ok** button.

   Click the **Cancel** button to exit the dialog box without printing the report.

   Click the **Print Setup** button to modify printer options.

Chapter 31

Cash Management

Cash Management

The Cash Management Window helps you manage cash flow and make critical decisions. The Cash Management Window organizes actual cash flow, predicts cash flow for future periods based on a set of planning assumptions, and provides a forecasting mechanism to build business speculation into the plan. Each plan can be entity-specific, currency-specific, and user-definable. It also provides tools to make cash budgets easy to understand.

The Cash Management window has the following features:

- ❒ User-definable Properties
- ❒ User-definable Categories using the “Wizard”
- ❒ Summary of Actual Cash Flow
- ❒ Projection of Cash based on Current Contacts
- ❒ Editable Forecast
- ❒ Integrated Graphical Presentation

Cash Management Overview

Properties

Each Cash Plan has defined properties.

- ❒ Beginning Balance - Beginning Balance is the beginning cash balance for the first period you plan.
- ❒ Entity ID - You can leave the Entity ID empty (null) to calculate for all entities, or if the Entity ID is specific for the Plan, VISUAL includes all calculations (actual and projected) specific for that entity.
- ❒ Currency ID - You can leave the Currency ID empty (null) to calculate for all currencies. VISUAL converts all currencies to the default system currency, or if you specify the Currency ID for the Plan, all calculations (actual and projected) include only the activity for that currency.

You can edit properties. If you edit properties, you need to recalculate so that the cash plan reflects amounts specific to the new or different properties.

Categories

Cash Plan Categories

After you define the plan properties, define categories to organize your user-specific presentation, called Cash-Into. Specify for each category, a direction of monies, in or out, and a G/L Account.

- ❒ Each plan MUST include one Incoming Cash Default Category for Other Accounts and one Outgoing Cash Default Category for Other Accounts. This ensures that the Total Cash-In and the Total Cash-Out is correct. These two default categories are not linked to G/L accounts. If these two categories are not setup, a "A category cannot be found for all cash" error results.
- ❒ Cash-In and Cash-Out categories identify the cash source from a sequence of searches.
- ❒ Cash-In categories identify the Cash-In source. VISUAL first identifies Cash-In from the Customer Orders (i.e. Revenue / G/L Accounts). Following the search order, VISUAL identifies Cash-In from the Accounts Receivable account, and then from the Bank Account. Finally, if you have not setup the prior categories on the Cash Plan, the Cash-In defaults to the Category for Other Accounts.

- Cash-Out categories identify the Cash-Out source. VISUAL first identifies Cash-Out from the WIP Inventory accounts (work orders that are linked to purchase orders). Following the search order, it identifies Cash-Out from the Purchase Order (i.e. Inventory / Product Code / G/L Account) and then from the Accounts Payable account. Next, VISUAL identifies Cash-Out from the Bank Account. Finally, if you have not setup the proper categories on the Cash Plan, the Cash-Out defaults to the category for Other Accounts.

You can edit categories. If you change categories, you need to recalculate so that the cash plan reflects amounts specific to the new or different categories.

Calculation Sequences

Cash-In and Cash-Out categories identify the cash source from a sequence of searches.

- Cash-In categories can identify the cash-in source first from the Customer Order (i.e. Revenue/G/L Account), then from the Accounts Receivable account, then from the Bank Account, and finally, if you have not set up the prior categories on the Cash Plan, the cash-in defaults to the Category for Other Accounts.

- Cash-Out categories can identify the cash-out source first from the WIP Inventory accounts (work orders that are linked to purchase orders), then from the Purchase Order (i.e. Inventory/ Product Code/G/L Account), then from the Accounts Payable account, then from the Bank Account, and finally, if you have not set up the prior categories on the Cash Plan, the cash-out defaults to the Category for Other Accounts.

  In order to account for all cash movements, all cash accounts MUST have a Bank ID.

  Discounts taken are included on the Cash Plan in the category line for customers and vendors.

  For example; A customer takes a 2% discount on a $10,000.00 invoice for Gross Sales for Furniture. Cash Plan category line Incoming Cash from Gross Sales Furniture equals $9,800.00 ($10,000.00- 2%).

  Take a 2% discount on a $10,000.00 invoice for the purchase of inventory. Cash Plan category line outgoing cash from inventory equals $9,800.00 ($10,000.00 - 2%).

  ACTUAL CASH + PROJECTED CASH = (Current)

You can view Projected Cash as an overlay to Actual Cash or separately. Column headings change to indicate layers of Overlay.

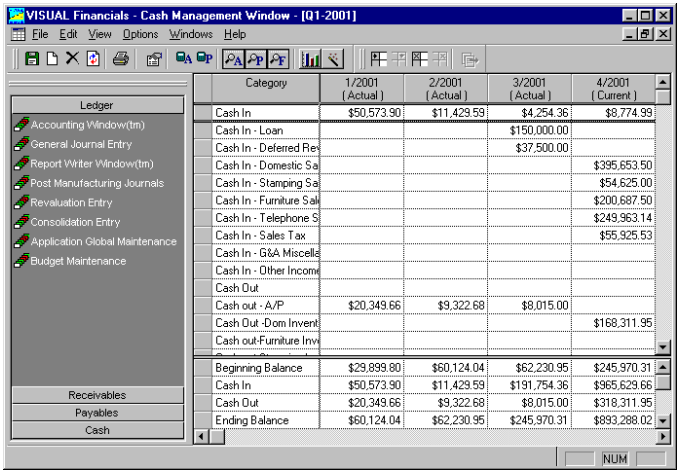
Starting the Cash Management Window

The Cash Management Window is available from the Ledger Menu of Infor VISUAL Financials.

To access the Cash Management Window:

1. Select **Cash Management Window** from the **Cash** menu.

   The Cash Management Window appears along with the Plan Open dialog box.

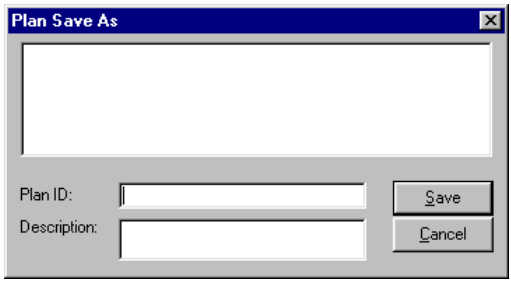

VISUAL Financials - Cash Management Window - [Q1-2001]
File Edit View Options Windows Help
Ledger
Accounting Window(tm)
General Journal Entry
Report Writer Window(tm)
Post Manufacturing Journals
Revaluation Entry
Consolidation Entry
Application Global Maintenance
Budget Maintenance
Receivables
Payables
Cash
Category
1/2001 (Actual)
2/2001 (Actual)
3/2001 (Actual)
4/2001 (Current)
Cash In $50,573.90 $11,429.59 $4,254.36 $8,774.99
Cash In - Loan $150,000.00
Cash In - Deferred Re $37,500.00
Cash In - Domestic Sa $395,653.50
Cash In - Stamping Sa $54,625.00
Cash In - Furniture Sal $200,687.50
Cash In - Telephone S $249,963.14
Cash In - Sales Tax $55,925.53
Cash In - G&A Miscella
Cash In - Other Incom
Cash Out
Cash out - A/P $20,349.66 $9,322.68 $8,015.00
Cash Out -Dom Invent $168,311.95
Cash out-Furniture Inv
Beginning Balance $29,899.80 $60,124.04 $62,230.95 $245,970.31
Cash In $50,573.90 $11,429.59 $191,754.36 $965,629.66
Cash Out $20,349.66 $9,322.68 $8,015.00 $318,311.95
Ending Balance $60,124.04 $62,230.95 $245,970.31 $893,288.02
NUM

   The very first time you use this function, the window opens with an empty Plan Open dialog box, click the **Cancel** button to close.

   After you have setup a plan or plans, the Plan ID names that you create are listed in the Plan Open dialog box. You can access the Plan ID by double-clicking on, or highlighting the Plan ID from the list and then clicking the **Ok** button.

2. Click the **New** toolbar button, or select **New** from the **File** menu.

   The Plan Save As dialog box appears.



3. Enter a unique Plan ID in the Plan ID field, and a description for your plan in the Description field.

4. Click the **Save** button.

   Saving prompts the Wizard to begin input of the first category line.

   The Wizard guides you systematically to build and edit your Cash Plan categories.

   You can also access the Wizard by selecting **Show Category Wizard** under the **View** menu of the Cash Management window, or by clicking the **Wizard** toolbar button.

   You can click the **Back** button to revert back to the previous dialog box to make changes.

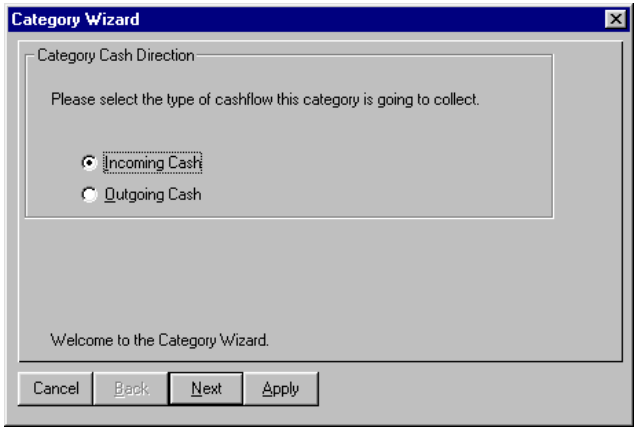
   You can click the **Cancel** button at any time to exit the Cash Category Wizard without saving.

For instructions on creating cash plans using the Category Wizard, refer to "Adding Cash Categories."

Adding Cash Categories

The Category Wizard is available to build your Cash Plan Direction categories for Incoming Cash, and Outgoing Cash.

1. After you have saved your cash plan, the Category Wizard opens the Cash Direction dialog box.

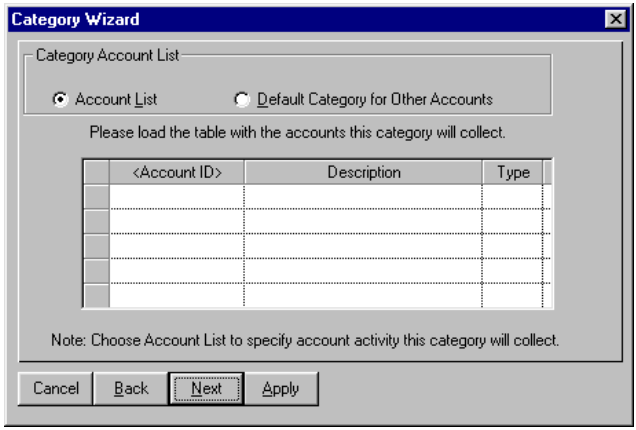


In the **Category Cash Direction** group box, click the radio button that defines the type of cash this category is going to collect, either Incoming Cash or Outgoing Cash.

Incoming Cash - Incoming cash refers to money credited to your books.

Outgoing Cash - Outgoing cash refers to money debited to your books.

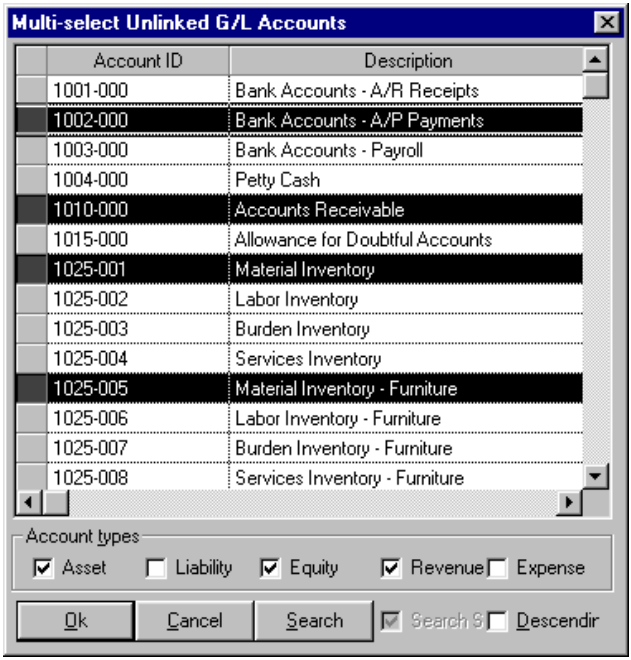
2. Click the **Next** button to open to the Category Account List dialog box.
The Category Account List dialog box appears.



The Cash Category Account List dialog box enables you to define your Account ID(s), list categories, and default categories for Other Accounts.

You can enter one or more account numbers in your list, there are no defined limits. Type them individually or select the accounts from the list. To open the list, double-click the **<Account ID>** column header.

The Multi-select Unlinked G/L Accounts dialog box appears.



You can narrow down the size of the list by selecting the Account type you want to include: Asset, Liability, Equity, Revenue and/or Expense. When you select the Account type, VISUAL lists only the accounts within that category or categories.

You can select accounts three different ways:

- Select a continuous range.

  Click on the first account number you want to include, press and hold the **CTRL** key down, then click the last account you want to include. All the accounts between the first and last account you selected are highlighted.

- To add nonconsecutive accounts from the Account ID list, use the **CTRL** key and right-click the Account IDs individually, or deselect account lines in a continuous group.

❒ Use the Search function to search the table for a specific account or series of accounts. Click the **Descending** check box to sort the list in descending order if you know for example, that the account you want is near the end of the list.

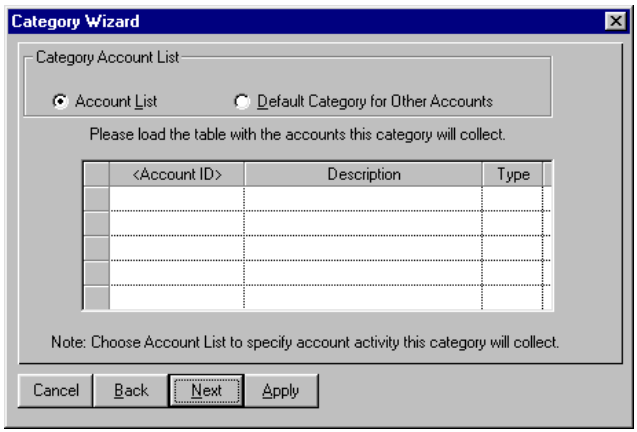
Continue to insert lines until your Cash Plan Account List is complete. Double-clicking the upper left corner (box) of the Cash Planning window inserts a row above the current line. Pressing the **Tab** key inserts a row at the bottom of the Cash Plan. Use the Category Account List dialog box to activate the line item Account ID to manually enter without browsing. If you have entered wrong data, click the line and access the Wizard again to make your changes.

3. Click the **Next** button to proceed to the Category Name dialog box.

The Category Name dialog box appears.

4. Enter the name for this category in the Category Name field.
5. Click the **Next** button.

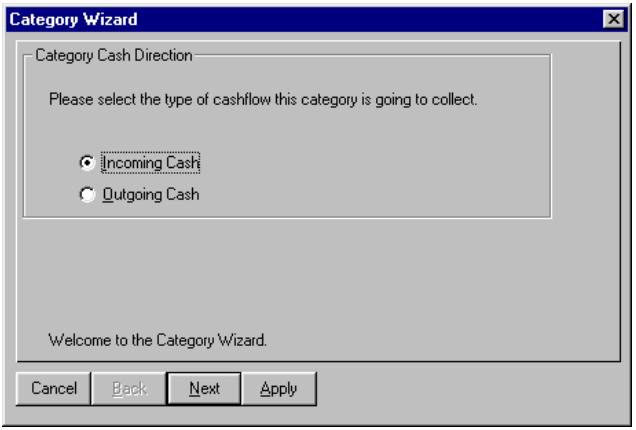
The Category Summary dialog box appears.



The Category Summary dialog box allows you to review, and / or edit your input before saving.

6. When you have completed all the Account List categories that you want, click the **Apply** button.
7. Click the **Tab** key on your keyboard.

   The Category Cash Direction appears again.



   You must have at least one Incoming Cash account and one Outgoing Cash account.

8. Select the radio button you need, then click the **Next** button.
9. Repeat steps 2 through 6.
10. After you are finished entering all information in your cash plan, click the **Apply** button in the Category Summary dialog box to save your plan.
11. Click the **Cancel** button to return to the Cash Management window.

Editing Cash Categories

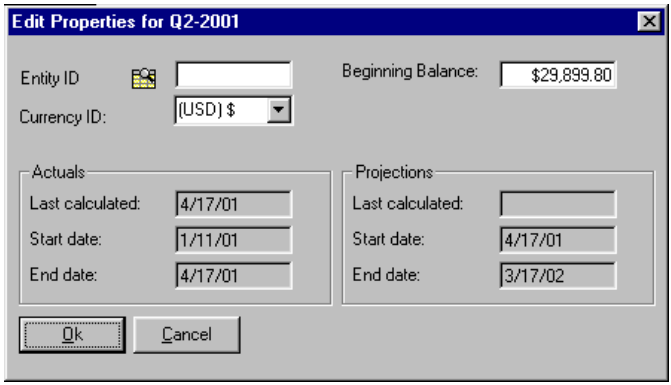
VISUAL allows you to edit any area of a Cash Management Plan.

Existing Cash Management Plans

To edit any category of existing Cash Plans:

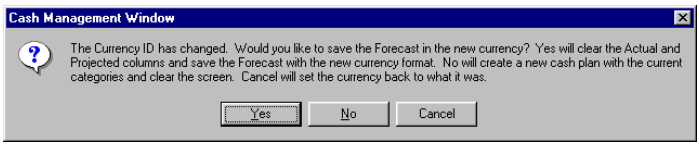
1. Click **File**, **Open** from the Cash Management menu and select the file you want to edit from the list.
2. Highlight the row that you want to edit and press the **Edit Properties** toolbar button, or select **Options**, **Properties** from the menu.

The Edit Properties dialog box appears.



3. Make your changes and click the **Ok** button to save.

   VISUAL opens the following dialog box.


Cash Management Window
The Currency ID has changed. Would you like to save the Forecast in the new currency? Yes will clear the Actual and Projected columns and save the Forecast with the new currency format. No will create a new cash plan with the current categories and clear the screen. Cancel will set the currency back to what it was.
Yes
No
Cancel

   Click the **Yes** button to clear the Actual and Projected colunns and save the Forecast with the new currency format.

   Click the **No** button to create a new cash plan with the current categories and clear the information in the window.

   Click the **Cancel** button to return to the previous cash plan.

Cash Management Plan In-process

You can edit all areas of the Cash Management Plan from the Category Wizard dialog box.

You can access the Category Wizard dialog box at any time by clicking on the plan report line that you want to edit, and then clicking on the **Show Wizard** toolbar button, or by selecting **View**, **Show Category Wizard** from the menu.

To edit a Cash Management Plan in-process:

1. Click the **Back** button from any Category Wizard dialog box to go back to the dialog box that pertains to the area that you want to edit.
2. Make the edit(s) and click the **Next** button.
3. When you are finished editing, click the **Apply** button in the Category Summary dialog box.

Click the Cancel button to exit the dialog box without saving changes.

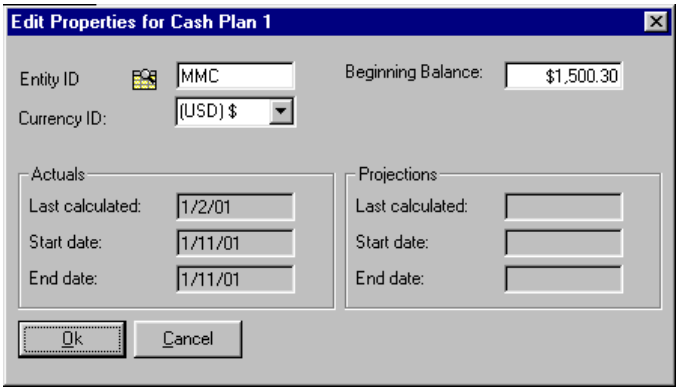
4. To return to the Cash Management window, click the **Cancel** button.

Editing Cash Management Properties

You can edit the Cash Management properties for your individual company statistics, specifically the Entity and Currency.

1. With the Cash Management Plan open, click the **Edit Properties** toolbar button, or select **Options**, **Properties** from the menu.

   The Edit Properties for... dialog box appears.



2. Click the **Browse** button to enter an Entity ID for the Cash Management Plan, or enter the Entity ID in the field provided.
3. Enter the Currency ID in the Currency ID field, or select it from the table.

   If you leave the Currency ID field blank VISUAL populates information for all currencies in the database.
4. Enter the Beginning Balance for the first period of the Plan in the Beginning Balance field.

   This balance is a one-time entry that enables VISUAL to compute accurate plan totals.

   VISUAL populates the Actuals and Projections fields with information from the criteria you entered.

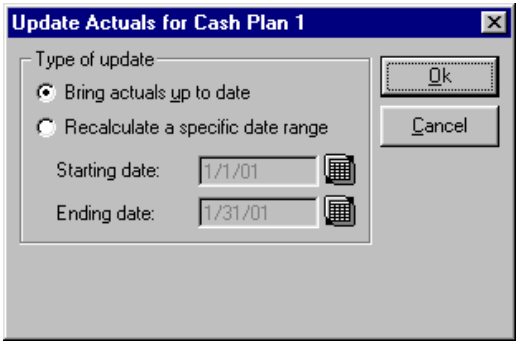
Calculating Cash Plans for Actual Cash Activity

After you have created the Cash Plan, the next step is to calculate for actual cash activity.

Data accumulates from actual cash applied against Sales and A/R and from actual checks entered through A/P and Payment Entry. Use this function to update and apply accumulated cash to the database.

1. Select **Edit**, **Update Actuals** from the menu, or click the **Update Actuals** toolbar button.

   The Update Actuals for... dialog box appears.



2. Select the type of update you want to produce by selecting one of the following radio buttons.

   Bring Actuals Up to Date - VISUAL includes actual totals for each account specified to present.

   Recalculate a Specific Date Range - Choose starting and ending dates for VISUAL to calculate balances.

3. If you chose to recalculate a specific date range, click the **Calendar** button to select a starting date, or enter the starting date in the field provided.

   Select an ending date by clicking on the **Calendar** button, or enter the ending date in the field provided.

   VISUAL calculates and categorizes both the actual cash transactions that you specify on the cash plan.

4. Click **Ok** to calculate or **Cancel** to exit without recalculating.

   In the cash plan, the Beginning Balance plus Cash-in minus Cash-out equals the Ending Balance. If you set up the Cash Window to include the correct starting balance and all account activity and you entered the monthly cash transactions properly, the Ending Cash Balance should balance with the Financial Statement Ending Cash Balance for the end of that period.

5. Select **Edit, Update Projections** from the menu (or click the **Update Projections** toolbar button) to predict cash flow by incorporating current Accounts Receivable, firmed and released Customer Orders, current Accounts Payable and firmed and released Purchase Orders in your cash plan.

You can display each component of the cash plan (actual, projection or forecast) separately or together. When you combine components the following rules apply:

A period that contains only actual amounts is an **Actual** period.

A **Projected** period contains no Actual cash transactions.

A period that contains actuals and projections is the Current period (at the time the cash plan was generated). The update of actual cash deletes previous projections within its time frame and projected cash can never be projected before "today."

A period that contains only forecast amounts is a **Forecast** period.

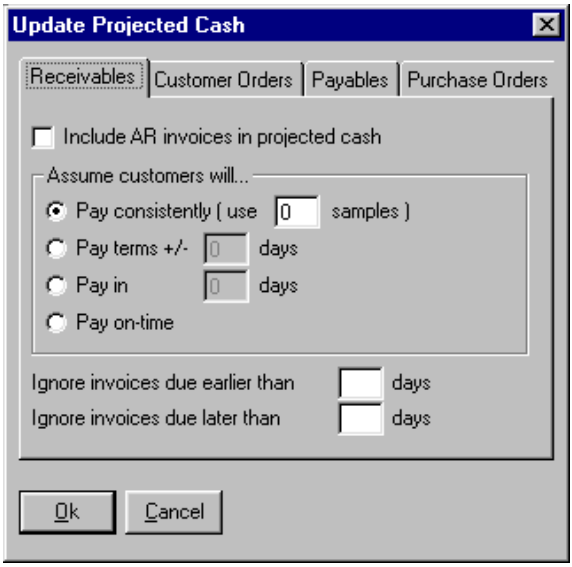
A period that contains projections and forecast amounts is a **Prj & Frc** period.

Calculating Cash Plan Projection Assumptions

The current contracts (open documents) found in A/R Invoices, Customer Orders, A/P Vouchers and Purchase Orders are the base for calculations of projected cash. Receivables are the anticipated "cash-ins" from open receivables on the A/R Aging Report.

1. Click the **Update Projection** icon.

   The Update Projected Cash tab appears.



2. Click the **Receivables** tab to permanently set your criteria pertaining to Accounts Receivable projections.

3. To include Receivables in your projection, click the **Include A/R invoices** in the Projected Cash dialog box. Receivables make up the anticipated "Cash-in" from Open Receivables as seen on the A/R Aging Report.

4. Use the radio buttons in the **Assume Customers Will** group box to select the choices that apply to your plan:

   In order to ensure accurate results, be sure to override the "0" defaults.

   Pay consistently (use ___ samples) - This option calculates what the customer will pay in the future based on their history. For each customer, VISUAL determines a percentage over / under term based on a specified number of sample invoices. VISUAL applies this percentage to future invoice terms to determine when cash will be received.

   Pay terms +/- ___ days- this option determines a specified number of days, adds or subtracts days from each invoice term, and then applies this payment performance to the open Receivables Cash-In projection.

   Pay in ___ days - This option overrides all invoice terms and calculates payment projection for all invoices for a specified number of days.

   Pay on-time - This option calculates payment projection according to net terms of all open receivable invoices.

5. To ignore specific invoices in your projection, select the choices that apply to your plan:

   Ignore Invoices Due Earlier than a Specified Number of Days - Select this option to ignore invoices from the Cash-In Receivables projection prior to the number of days specified.

   Ignore Invoices Due Later than a Specified Number of Days - Select this option to ignore invoices from the Cash-In Receivables projection after the number of days specified.

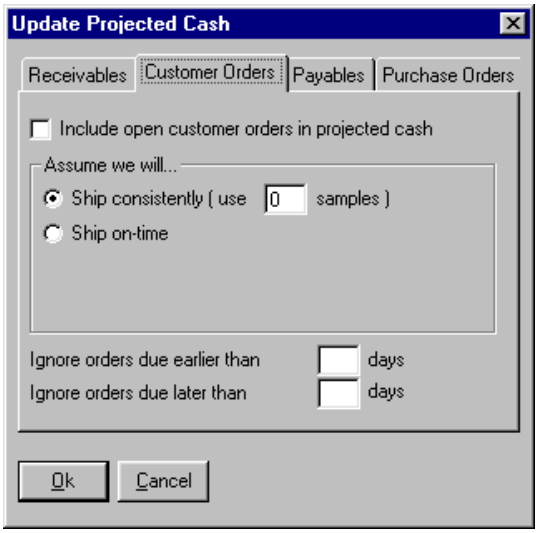
   The specified invoices are considered past due, dead, or as having terms due in the future.

6. To view account payment information, select **File**, **Print Pay Performance** from the main menu.

   You can print, view or send this report that lists all payment information on any account(s) you choose to include. Refer to "Printing Pay Performance Reports" later in this chapter for more information.

7. Click the **Customer Orders** tab.

   The Customer Orders tab appears.



   Customer Orders is the anticipated "cash-in" from firmed or released customer orders.

8. Click the **Include Customer Orders in Projected Cash** check box to include customer orders in your projection.

9. There are two payment assumptions that you can select to form the basis for your projection:

   Ship consistently (use _ samples) - This option calculates projected "Cash-in" from customer orders based on your past product (code) shipment performance. VISUAL determines for each product code, an average number of days over/under the actual lead time based on a specified number of sample shipments.

   This average applies to future shipments of the same product code to determine when products are shipped.

   Ship On-time - This option calculates projected "cash-in" from customer orders according to the "desired" or "line item ship date" on the order.

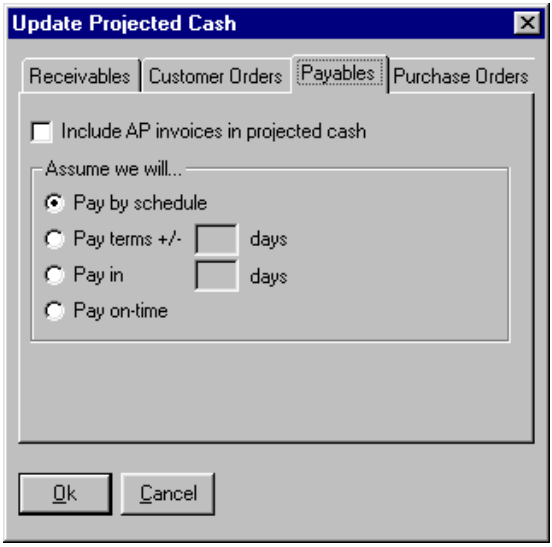
10. **Ignore Invoices Due Earlier Than a Specified Number of Days** - Select this option to ignore invoices from the Cash-In Customer Orders projection prior to the number of days specified.

    Ignore Invoices Due Later Than a Specified Number of Days - Select this option to ignore invoices from the Cash-In Customer Orders projection after the number of days specified.

The specified invoices are considered past due, dead, or as having ship dates in the future.

11. Click the **Payables** tab.

    The Payables tab appears.



    Payables is the anticipated "cash-out" from open payables as seen on the A/P aging report.

12. To include payables in your projection, check the **Include A/P Invoices in Projected Cash** check box. There is a set of payment disbursement assumptions you can select from as a basis of your projection.

    Pay by schedule - This option calculates projected cash-out based on the payment schedule in Check Generation and Print.

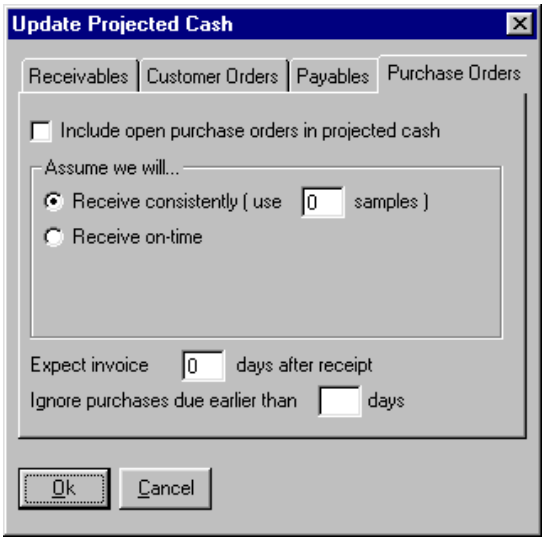
    Pay terms +/- - This option specifies a number of days that adds and / or subtracts days from each voucher term and then applies this disbursement performance to the open payables cash-out projection.

    Pay in number of days - This option overrides all voucher terms and calculates payment disbursement projections for all vouchers for a specified number of days.

    Pay on-time - This option calculates payment disbursement projections according to net terms of all open payable vouchers.

13. Click the **Purchase Orders** tab.

The Purchase Orders tab appears.



Purchase Orders are the anticipated "cash-out" from firmed or released purchase orders.

14. To include Purchase Orders in your projection, check the **Include Purchase Orders in Projected Cash** check box.

15. You can select from two payment disbursement assumptions as a basis for your projection.

    Receive Consistently (use _ samples) - This option calculates future cash-out from purchase orders based on the vendors past delivery performance. VISUAL determines, for each vendor, an average number of days over / under the receiving performance (due date compared to actual receive date) based on a specified number of sample receipts.

    This average applies to future orders of the same vendor to determine when you can expect to receive products.

    Receive On-time - This option calculates projected cash-out from purchase orders according to the desired or line item receive date on the order.

16. **Expect Invoice a Specified Number of Days After Receipt** - Select this option to calculate the number of days between receipt of material and receipt of invoice, and add / push out the terms of payment disbursement by that number of days.

17. **Ignore Purchases Due Later Than a Specified Number of Days** - Select this option to ignore or delete orders from the cash-out purchase orders projection.

These orders are considered past due or dead.

18. After you have determined your projection, click the **Ok** button to calculate or the **Cancel** button to cancel.

    You can add forecast amounts to speculate future cash flow beyond the point in time where contract documents (invoices, vouchers, customer, and purchase orders) do not exist or are insufficient. Forecasted Cash can overlay Projected Cash or you can view each separately. Actual Cash entered in a period prevents Forecasted Cash from overlaying Projected Cash. Column headings change to indicate layers of Overlay.

    Cash Plan Header Summary

    Actual = Transactions in cash accounts

    Current = Actual + Projected Cash

    Projected = Projected balance only (Assumed)

    Prj & Frc = Projected + Forecasted cash

    Forecast = Forecasted cash only

19. Select **Edit**, **Edit** from the menu to edit your projection.

    You can insert / delete rows (categories) and columns (periods) and Copy row right. Actual and projected viewing at this point is deselected.

20. Click the **Insert Column** button.

    After the first column is added, you can enter your forecast amounts by category for the current period.

    Adding another column generates a forecast column for the next period. After you enter an amount in a field, you can use the **Copy row right** option to copy that same amount to the next column / period.

21. You can display each component of the cash plan (actual, projection and/or forecast) separately or together. The header of the column indicates which components are active.

22. Select **File**, **Print Receipt Performance** from the menu to review the purchase orders included in your projected cash.

Printing Cash Plan Reports

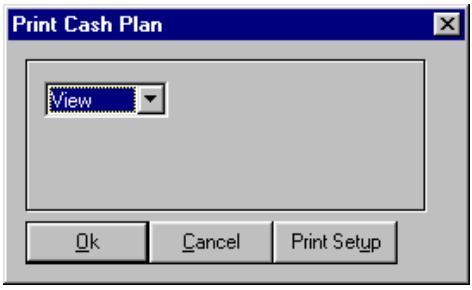
VISUAL provides a series of reports created from the information that you set in the Cash Plan. There are four report options, you can select Print (Cash Plan), Print Pay Performance, Print Shipment Performance and Print Receipt Performance. Use the reports to gain vital in-depth information.

Printing Cash Plan Reports

Use the Cash Management Plan Report to output the information as displayed and calculated on the Cash Management Plan.

1. Select **File**, **Print** from the menu.

   The Print Cash Plan dialog box appears.



2. Select the output type from the drop-down menu.

   Choose from one of the following:

   Print - Select this option to output the file to a printer.

   If necessary, change the printer setup by clicking on the **Print Setup** button and making the changes.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

3. If you chose **Print**, click on **Ok**.

   VISUAL prints the Cash Management Plan Report.

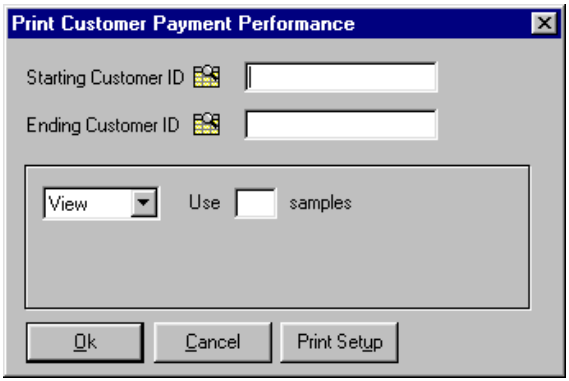
   If you do not want to print, click the **Cancel** button to exit the dialog box without printing the report.

Printing Pay Performance Reports

Use the **Pay Performance Report** option as a customer "Credit Status" report. The report lists the Customer ID, Customer Name, Company Contact, Phone Number, FAX Number, Sales Rep, Credit Status, Terms and the Average Payment Days Over/Under Terms.

1. Select **File, Print the Pay Performance** from the menu.

   The Print the Pay Performance dialog box appears.



2. Click the **Browse** button to select a Starting and Ending Customer ID, or enter the Customer ID in the appropriate field.

   To include all Customer IDs in the report, leave both fields blank.

3. Select the output type from the drop-down menu.

   Choose from one of the following:

   Print - Select this option to output the file to a printer.

   If necessary, change the printer setup by clicking on the **Print Setup** button and making the changes.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. To include only a specified number of transactions, fill in a numeric value in the Use ___ samples field. VISUAL prints the last " # " of payments.

5. If you chose Print, click the **Ok** button.

   VISUAL prints the Pay Performance Report.

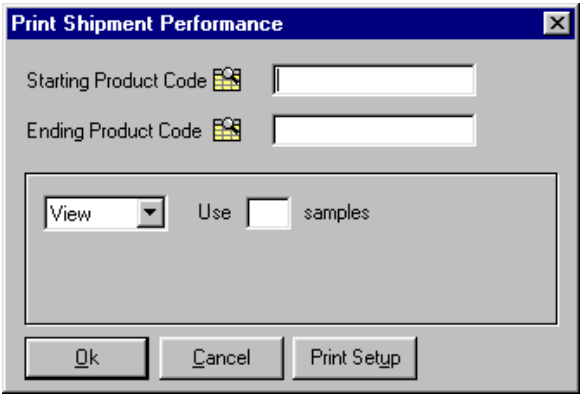
   To exit the dialog box without printing the report, click the **Cancel** button.

Printing Shipment Performance Reports

Use the **Shipment Performance Report** option to summarize by Product Code the average days before and / or after the desired ship date that the orders actually shipped.

1. Select **File**, **Print the Shipment Performance** from the menu.

   The Print Shipment Performance dialog box appears.



2. Click the **Browse** button to enter the Starting and Ending Product Code, or enter the product codes in the appropriate fields.

   To print all Product Codes, leave both fields blank.

3. Select the output type from the drop-down menu.

   You can select one of the following:

   Print - Select this option to output the file to a printer.

   If necessary, change the printer setup by clicking on the **Print Setup** button and making the changes.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. If you want to include only a specified number of transactions, fill in a numeric value in the field labeled Use ___ samples. This prints the last " # " of shipments.

5. If you chose **Print**, click the **Ok** button.

   VISUAL prints the Shipment Performance Report.

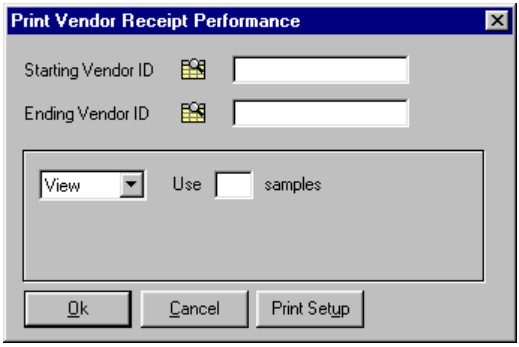
   To exit the dialog box without printing the report, click the **Cancel** button.

Printing Receipt Performance Reports

Use the **Receipt Performance Report** option to review the merchandise receipt date. The report includes the Vendor ID, Vendor Name, Buyer, Company Contact, Phone Number, FAX Number, Terms with the Average Days Before/ After the desired receive date that the merchandise was actually received.

1. Select **File**, **Print Receipt Performance** from the menu.

   The Print Receipt Performance dialog box appears.



2. Click the **Browse** button to enter the Starting and EndingVendor IDs, or enter the vendor IDs in the appropriate fields.

   To include all Vendor IDs in the report, leave both fields blank.

3. Select the output type from the drop-down menu.

   You can select one of the following:

   Print - Select this option to output the file to a printer.

   If necessary, change the printer setup by clicking on the **Print Setup** button and making the changes.

   View - Select this option to see what the printed output will look like before you print it.

   File - Select this option to save the report to a text file. You can then edit the file outside of VISUAL using any text editor.

   E-mail - Select this option to send the report as an .RTF (rich text file) attachment through your electronic mailing system.

4. If you want to include only a specified number of transactions, fill in a numeric value in the field labeled Use ___ samples. This prints the last " # " of receipts.

5. If you chose **Print**, click the **Ok** button.

   VISUAL prints the Receipt Performance Report.

   Click the **Cancel** button to exit the dialog box without printing the report.

Chapter 32

Bank Account Maintenance

Bank Account Maintenance

Use Bank Account Maintenance to enter and maintain account information about your bank and ledger accounts relative to receivables and payables. In Receivables Cash Application, VISUAL uses Bank Account information to track Receipts. In Payables, VISUAL uses the same information to track Payments. You can enter an unlimited number of Bank Accounts in Cash Book. For more information, refer to the "Cash Book" chapter.

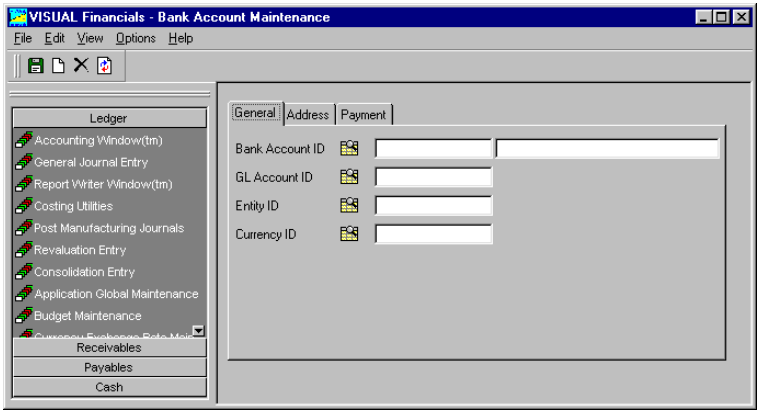
VISUAL now handles multi-currency issues related to the Euro. Business corporations that deal with European transactions need to transfer currencies between bank accounts. You should setup bank accounts of different currency denominations; this gives you the ability to receive monies in a customer's normal currency as well as the ability to pay vendors in their native currency.

Starting Bank Account Maintenance

Bank Account Maintenance is available from the VISUAL Main menu.

Select **Cash**, **Bank Account Maintenance** from the menu.

The Bank Account Maintenance window appears.



Adding Bank Accounts

Use Bank Account Maintenance to add bank accounts to the database. You may want to establish separate Bank Accounts for specific currency denominations to track Euro receipts and payments.

1. Click the **New** toolbar button, or select **File**, **New** from the menu.
2. Enter a Bank Account ID for the bank you are adding in the Bank Account ID field.

   The ID can be up to 15 characters.

   Because the ID is your unique identifier for the bank account, it does not have to correspond to the Bank Account number.

2. Press the **Tab** key and enter a description for the Bank Account in the Description field.

   This is not required but is helpful if you have a large number of bank accounts.

3. Click the **Browse** button beside the G/L Account ID field to enter the G/L account ID you want to assign to this bank, or enter the **G/L Account ID** in the field provided.

   This is the account to which you post the A/R Deposits and A/P Checks.

   The name of the G/L account selected appears beside the field.

4. Click the **Browse** button beside the Entity ID field to select an Entity ID from the list, or enter the Entity ID in the field provided.

   The name of the Entity selected appears beside the field.

5. Click the **Browse** button beside the Currency ID field to select a currency ID from the list, or enter the Currency ID in the field provided.

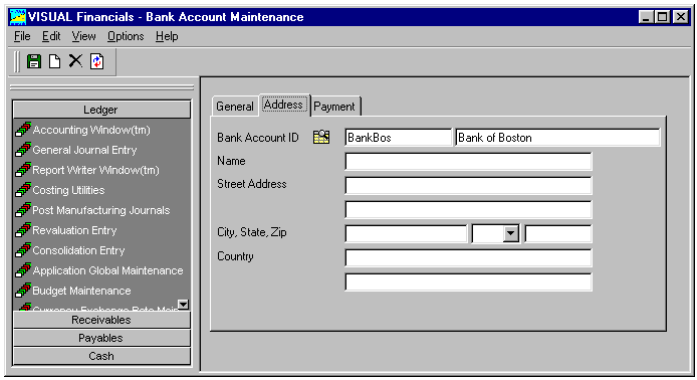
   The name of the currency selected appears beside the field.

   The currency represents the currency of the account. After a payment or a receipt has been made or applied to the Currency ID, you **cannot** edit the field.

   See Chapter 5 for more information.

6. Click the **Address** tab from the Bank Account Maintenance window.

The Address information dialog box appears.



7. Enter the necessary information for the bank in the following fields:

   Bank Account ID - The unique identifier for the bank account.

   VISUAL automatically populates the Bank Account ID entered from the General tab.

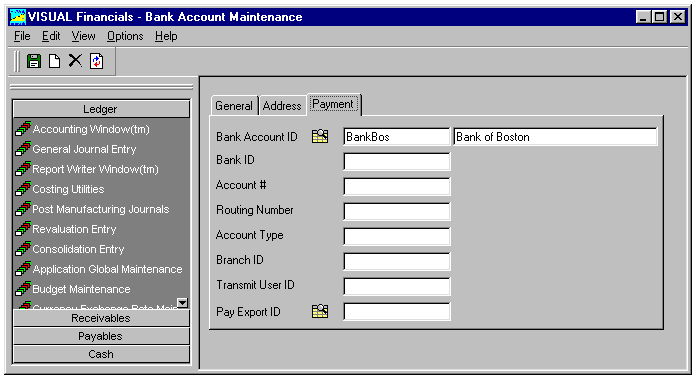
   Description - The description of the bank account.

   VISUAL automatically populates the Description from the description entered in the General tab.

   Name, Street Address, City, State, Zip code and Country - The bank name and address to which the bank account belongs.

8. Click the **Payment** tab from the Bank Account Maintenance window.

   The Payment information dialog box appears.



9. Enter the following information, if necessary, in the Payment tab.

Bank Account ID - The unique identifier for the bank account.

VISUAL automatically populates the Bank Account ID entered from the General tab along with the Bank Account description.

Description - The description of the bank account.

VISUAL populates the Description field from the description in the General tab.

Bank ID - Enter the unique bank identifier for the bank account.

Account # - Enter the bank issued account number.

Routing Number - Enter the bank routing number in the field provided. This field is required by your bank.

Account type - Enter the bank issued account type. Maximum 2 characters.

Branch ID - Enter the bank issued sort code or branch ID.

Transmit user ID - Enter the transmission (BACS) user ID.

Pay Export ID - Click the **Browse** button to select a Pay Export ID from the list, or enter the Pay Export ID in the field provided.

To define Electronic Payments, Infor VISUAL Financials uses checks to support payment receipts and disbursements. Vendor payments can take electronic form. This involves direct access provided by a third party software package that connects to the bank or a clearing house via modem or other on-line connection. When you create an export file, Infor VISUAL Financials supports the export file method. In addition, it also supports BACS, a United Kingdom bank clearing and electronic funds method.

For more information, refer to the Payment tab in Application Global Maintenance using your *Infor VISUAL Financials User's Guide*.

10. After you enter all the information in all the tabs, click the **Save** button to save the account records.

Editing Bank Account Information

Use Bank Account Maintenance to edit bank account information. After you add the bank account, you can edit all of the information in the Bank Account Maintenance window with one exception. When a payment or receipt has been applied to the account, you cannot edit the Currency ID field.

1. In the **General** tab, click the **Browse** button beside the Bank Account ID field and select the account you want to edit.
2. Make any necessary changes.

   You can change any field in the Bank Account Maintenance window except Currency ID.
3. Click the **Save** button to save your changes.

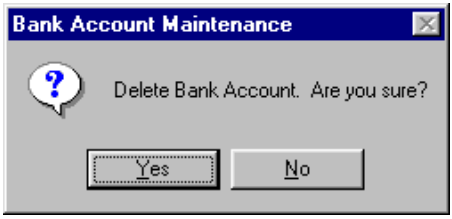
Deleting Bank Accounts

Note: *Deleting a bank account permanently removes the information from the database. It is NOT recoverable. If there are transactions that reference the Bank Account ID on the database, VISUAL does not allow you to delete the bank account.*

You can use Bank Account Maintenance to delete bank accounts that are in the database. VISUAL allows you to delete only those Bank Accounts that **do not** have any transactions posted against it.

1. From the Bank Account Maintenance window, click the **Browse** button beside the Bank Account ID field.
2. Select the bank account you want to delete, then click the **OK** button.
3. Click the **Delete** button.

   A dialog box appears, asking you to confirm the deletion.



4. Click the **Yes** button to continue the deletion, or the **No** button to cancel.

   VISUAL removes the bank account from the database and clears the fields.

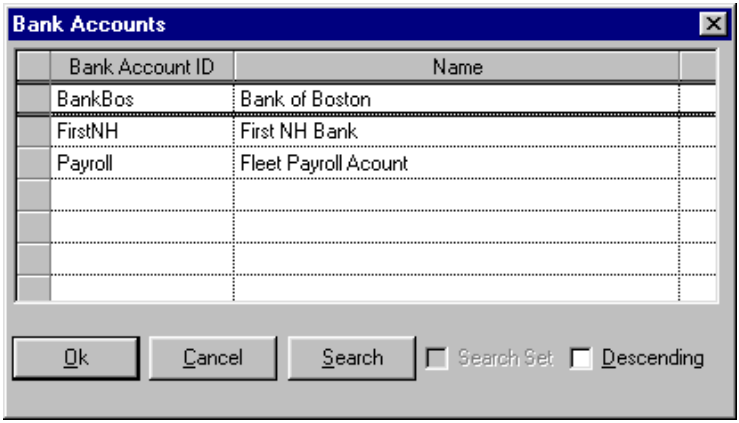
Working with the Bank Accounts Table

The Bank Accounts table contains the Bank Account IDs and descriptions of all the bank accounts setup in the database.

Calling Up The Bank Account Table

Click the **Browse** button.

The Bank Accounts table dialog box appears.



Use the Bank Accounts table to locate bank accounts from VISUAL's database.

Sorting the Bank Account Table

You can sort the table in either ascending or descending order by selecting or clearing the appropriate check box. If the list is alphanumeric, the numeric characters appear first in the listing. If you use lower case characters, the upper case characters appear before lower case characters. If the Bank Account list contains all of these characters, they appear as follows: Numbered IDs, Upper case alpha characters, then Lower case alpha characters.

Selecting a Bank Account to Edit

To select a bank account to edit, highlight the bank account, and click the **Ok** button.

The Bank Accounts table dialog box closes. The bank account you select appears in the Bank Account Maintenance window.

Closing the Bank Account Table

To close the table and return to the Bank Account Maintenance window without selecting a bank account, click the **Cancel** button.

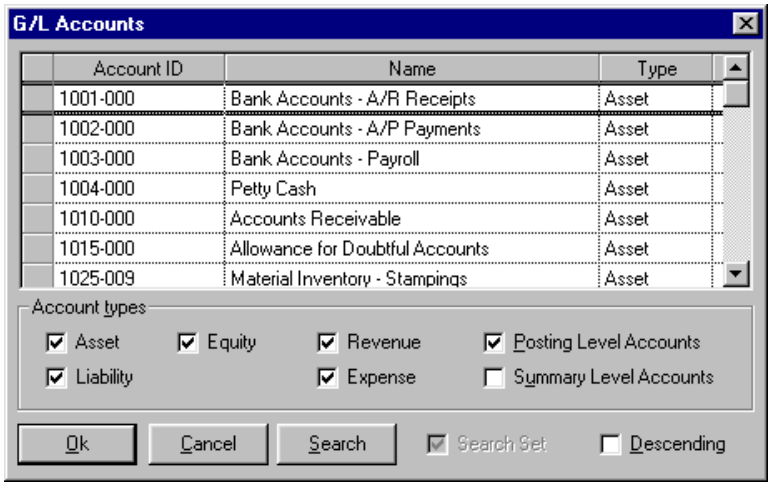
Working with the G/L Account ID Table

Each Bank Account ID MUST have a corresponding G/L Account ID. The G/L Accounts table contains all of the G/L accounts available in the database.

Calling Up the G/L Account ID Table

Click the **Browse** button beside the G/L Account ID field.

The G/L Accounts table dialog box appears.



Use the G/L Accounts table to find G/L Account IDs.

Sorting the G/L Account ID Table

You can sort the table in either ascending or descending order. To sort in descending order, click the **Descending** button. VISUAL sorts the table in ascending order. To revert back to ascending from descending, click the **Descending** button to remove the check mark.

You can also display selected account types in the table. Select the appropriate **Account Types** check boxes to display account types.

Numeric characters appear before alpha characters in a list. Upper case characters appear before lower case characters. If the G/L account list contains all of these characters, they appear as follows: Numbered IDs, Upper case alpha characters, and Lower case alpha characters.

Selecting the G/L Account ID Table

To select a G/L account, highlight the G/L account, and click the **Ok** button.

The G/L Accounts table dialog box closes. The G/L account that you selected appears in the Bank Account Maintenance window.

Closing the G/L Account ID Table

To close the table and return to the Bank Account Maintenance window without selecting a G/L account, click the **Cancel** button.

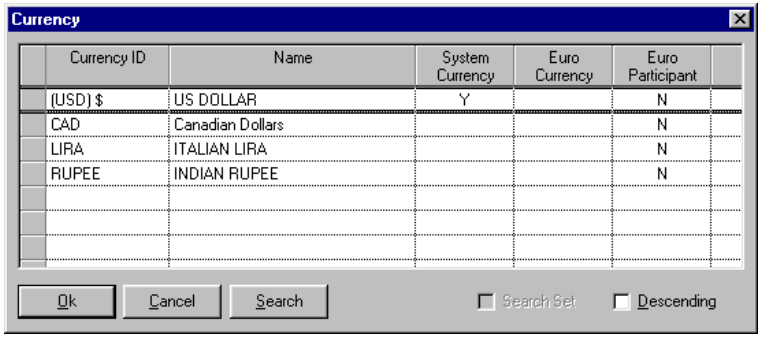
Working with the Currency Table

The Currency table contains Currency ID, Name, System Currency, Euro Currency and Euro Participant. The Currency table lists the currencies of all the countries that you do business with.

Calling Up the Currency Table

Click the **Browse** button beside the Currency ID field.

The Currency table dialog box appears.



Sorting the Currency Table

Use this table to find Currency IDs. You can sort the table in either ascending or descending order. To sort in descending order, select the **Descending** check box. VISUAL automatically sorts the table in ascending order, to revert back to ascending from descending, select the **Descending** check box.

If both numeric and alpha characters appear in the list, the numeric characters appear first in the listing. Upper case characters appear before lower case characters. If the currency list contains all these characters, they appear as follows: Numbered IDs, Upper case alpha characters, and Lower case alpha characters.

Selecting a Currency Table

To select a currency, highlight the currency, and click the **Ok** button.

The Currency table dialog box closes. The currency you selected appears in the Bank Account Maintenance window.

Closing the Currency Table

To close the table and return to the Bank Account Maintenance window without selecting a currency, click the **Cancel** button.

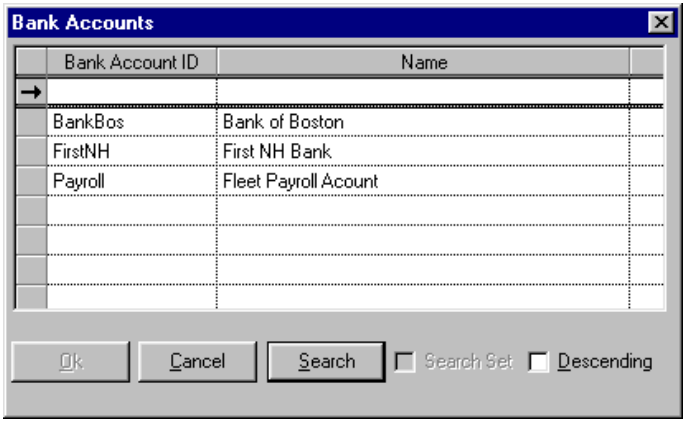
Searching Tables

Use the search feature when you are using large tables or when you do not know the complete name of the table object.

To perform a table search:

1. Click the **Search** button in the table.

   A new line appears at the top of the table with an arrow in the left margin.



2. Tab to the field you want to search (Currency ID, Name, System Currency), then enter the information.

3. Press the **Enter** key, or click the **Search** button again.

   You can use wildcards in your searches. Use a wildcard character in place of a character or group of characters in the search string. The two wild card characters are the percent (%) and the underscore (_).

   Percent (%) - Use the percent symbol to replace a group of characters. For example, if the item being searched for begins with "FL", enter "FL%" to search every item that begins with FL such as FLEET, or FLORIDA.

   Underscore (_) - Use the underscore to replace a single character. For example, if the item you are searching for begins with "SHAWMU" use the underscore as in "SHAWMU_" to request the listing SHAWMUT.

4. After you find the item, select the line, and click the **Ok** button.

   The information appears in the Bank Account Maintenance window.

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